



## **Rental Criteria & Application Process**

**We comply fully with the Federal Fair Housing Act. We do not discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin or Age.**

### **Before Submitting an Application:**

- Completed applications are reviewed in the order they are received.
- All persons over the age of 18 must submit a separate application with application fee.
- A non-refundable application fee of \$45.00 is made payable to Lifetime Real Estate Services and must be in certified funds (cashier's check / money order). **Cash is never accepted in our office.** Application fee is due at the time application is submitted for consideration.
- All applicants must sign Lifetime Real Estate Services, LLC Privacy Notice.
- All applicants must present/attach a photo identification (Valid Driver's License or other photo ID) when application(s) is submitted.
- (Optional) Security Deposit for property is made payable to Lifetime Real Estate Services.
- Please use the checklist on the next page to ensure you have everything needed to complete the process.

**All applications are processed in the order in which they are received and will not be processed without all necessary paper work; this includes proper funds & documentation.**

### **Verifying the Application:**

- Applicant(s) must earn a Gross Monthly Income of three times the rent charged at the subject property.
  - Legally married couples and related relatives can have combined income; two or more non-related persons must qualify individually.
  - Gross Monthly Income must be verified through pay stubs, employer contact, tax records, and/or bank statements (Active Duty Military through LES).
  - Self-employed, income must be verified through a CPA prepared financial statement or previous tax returns filed with IRS.
- Applicant(s) is responsible for providing the names, addresses, and telephone numbers of Landlords or Mortgage Company with the dates of tenancy for the previous 2 – 5 years.
  - Rental history must be verified from unbiased sources (i.e., family member or relatives).
  - Two Years of Good Rental History; any history of damage to a residence or an outstanding balance due to a previous Landlord will not be accepted.
  - Must have already provided proper 30/60-Day Notice to existing Landlord.

- Criminal Background Check will be conducted on each applicant
  - Criminal Backgrounds involving violent crimes (aggravated assault), destruction of property, sex crimes (convicted sex offenders/anyone required to register as a sex offender), burglary, DUI/DWI, and Felony Conviction.
- Credit Check will be completed for each applicant
  - Any bankruptcy must be discharged at least one year previous to submitting application.
  - Payments past due 60 days or more in last 24 months maybe cause for denial.
  - Unpaid, non-medical collections within last 24 months may result in denial.
  - Outstanding debt to any Property Management Company or a Landlord will result in denial of application, including any judgments or collection activities.

**Additional Information:**

- Maximum Occupancy Limit is **2 Occupants per bedroom**
- No businesses are permitted to be run from the property that will cause the Homeowner’s Insurance Premium to be increased or dropped from coverage
- Applications are processed Monday – Friday, 8:30a – 4:30p and usually takes 2-3 business days to process, applicant will be notified by phone, email or both on final decision
- If Security Deposit has not been submitted, applicant has 24 hours to submit deposits and schedule lease signing. If Security Deposit has been submitted, applicant has 24 hours to contact office to schedule lease signing.

**Applicant Checklist:**

- Lifetime Real Estate Services Privacy Notice signed
- Lifetime Real Estate Services Rental Criteria and Application Process signed
- Application completely filled out
- Proof of employment through pay-stubs, proper tax records, or bank statements
- \$45 Application Fee submitted in certified funds or cash in the exact amount
- Photo ID (Valid Driver’s License or other Photo ID)
- (Optional) Security Deposit for subject property

**Statement of Understanding and Acknowledgement of Receipt**

Signing this acknowledgement indicated that you have had the opportunity to review the landlord’s tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

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Printed Name

Signature

Date



## **PRIVACY NOTICE**

We are dedicated to protecting the privacy of your information. Our Privacy Policy is to help assure you that your information is kept secure. We will follow all federal and state laws regarding the protection of your personal information.

### **Personal information is gathered from the following sources:**

- From consumer-reporting agencies to which Lifetime Real Estate Services, LLC subscribes
- From applications and other Real Estate related forms completed by a customer
- Information from customer about their transaction with Lifetime Real Estate Services, LLC
- Information from customer about their transaction with non-affiliated third parties

### **Personal information is used to:**

- Prospective Tenant: To perform credit checks, background checks, and rental history searches. This information may be discussed with whom Lifetime Real Estate Services, LLC manages property.
- Clients Being Represented: Real Estate Professional servicing the client may, on the client's behalf and at the client's instruction, convey personal information to service providers to whom client is seeking services or requests.

### **Personal information is protected:**

- Lifetime Real Estate Services, LLC complies with all federal and states laws when protecting personal information
- Written files are protected under lock and key
- Electronic files are protected under an access name and password
- We instruct all Real Estate Professionals to not permit other persons to access the personal information they obtain from client's being represented

### **Personal information is disposed:**

- Reasonable measures are used to dispose of any and all personal information
  - Shredding or burning documents
  - Erasing electronic files (making files unreadable/undecipherable)

Lifetime Real Estate Services, LLC asks any person who provides personal information to this company or one of its Professionals to identify the information at that time as "personal information." Customers who have any questions about the Privacy Policy or have questions about the privacy of their information should contact Lifetime Real Estate Services, LLC.

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Printed Name

Signature

Date