

## Hart Pro Realty Tenant Application Supplemental

To be initialed, signed and submitted with Application

Please read this entire supplement prior to completing the application as you are required to initial, sign and submit it with the application. Application will not be accepted without this completed document.

All applicants and occupants over the age of 18 will be screened at cost of \$50.00 each. This fee is subject to change. The criteria searched will include but not be limited to; a complete credit, criminal, background check, along with previous/current landlord reference, evictions, sexual offenders, and verification of employment and/or verifiable funds available to confirm ability to make monthly rent payments.

Some properties are located within deed restricted communities such as Homeowners Associations and Condominiums that require separate screening and approval by their respective Associations. If this is the case with the property you are applying for, those screening /approval processes are in addition to, and independent of, Hart Pro Realty and must be made in accordance with their requirements. This information will be made available prior to making application for those specific properties.

All properties are available to all applicants until such time as an approved applicant deposits a hold deposit within 48 hours of notice of approval. If the applicant is notified of his/her approval and does not deliver a hold deposit within 48 hours, Hart Pro Realty will release the property to active market status and process the next qualified applicant. The amount of the hold deposit is equal to the security deposit of the property applied for. The hold deposit will be credited towards the security deposit when applicant takes possession of the property. Once approved, applicant must sign the lease within 7 days of Hart Pro Realty receiving the hold deposit. Applicant risks losing the property and all deposits held if lease is not signed within the 7 consecutive days immediately following receipt of hold deposit by Hart Pro Realty. In the event the applicant does not take possession of the property according to the terms of the lease, applicant forfeits any and all deposits held unless other arrangements have been made in advance and writing to Hart Pro Realty.

While first come first serve is considered in the approval process, there may be times when there are multiple applicants for a single property in which case Hart Pro Realty reserves the right to select the best qualified tenant for any property. In the event an applicant is approved and the property the applicant applied for is no longer available, the approval will be valid for 60 days and will apply to any other property Hart Pro Realty determines the tenant is qualified for. APPLICATION FEES ARE NON-REFUNDABLE once processed.

Applicant must provide the following at application:

1. Completed application(s)
2. Completed Application Summary(s)
3. Valid Driver's license or Valid State issued picture i.d. of all occupants over 18
4. Application fee(s)

No applications will be processed until all the necessary items are submitted. Please allow 24 hrs. from time of submission for results of application to be available. A example of a qualified tenant would be one that has 3 x's the rent as a monthly household income, a good rental history and recommendation from current landlord, credit score in excess 500. Convicted felons, sexual offenders and applicants that have been evicted will be declined unless extenuating conditions exist.

\_\_\_\_\_initial(s)

Security deposits are based on the averaged household credit scores. Applicants must have a verifiable monthly household income of approximately 3 times the rent in order to qualify for any property. Averaged household credit scores below 500 will have a security deposit equal to 2 months rent. Scores between 500 and 600 will have a security deposit equal to 1.5 months rent. All scores above 700 will have a security deposit equal to 1 month's rent.

We reserve the right to require a higher security deposit if applicants financial information does not meet criteria.

All applicants must visit the property and initial ONLY ONE of the 3 following statements:

\_\_\_\_\_ I/We have physically visited the property and are aware that the property is being made available "As-IS" and agree to accept the property in its current condition.

\_\_\_\_\_ I/We require the following repairs, maintenance or upgrades be performed, at the landlord's expense prior to move-in (see repairs/upgrades). We understand this will be presented to the owners and considered as part of the approval process.

\_\_\_\_\_ I/We request permission to have the following repairs/upgrades completed prior to move-in at our expense(see repairs/upgrades). We understand this will be presented to the owners as part of the approval process and that all approved repairs will be done in a professional manner and subject to inspection and acceptance by management. Any and all work performed will meet permitting standards.

Repairs/upgrades: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We are not allowed to provide you with a copy of your credit report or describe its contents. All information gathered is confidential and is for company use only. In the event your application is declined we will provide you with a letter indicating denial that you may submit to the reporting agency and receive a copy of the report. All application fees must be paid with certified funds and are non-refundable.

No pets of any kind are permitted on any property without specific permission and the appropriate pet addendum complete with additional non-refundable pet fees deposited. All pets must be presented at our office for a picture and must have current shots and registration when applicable. Non-refundable fees are \$100 for pets under 25 lbs. and \$200 for pets in excess of 25 lbs. Some breed of dogs are considered aggressive and will not be accepted under any condition, unless the animal is documented as "medically necessary". All pet approvals will be subject to the tenants securing pet insurance unless other arrangements are made.

Hart Pro Realty recommends all tenants secure renters insurance. Based on the amount of coverage desired, it is a very affordable way to protect your personal property from loss and in most cases extending liability coverage as well.

There is NO SMOKING ALLOWED in any of our properties. Some owners will accept smoking in a designated area outside. Tenants and their guests will be held 100% financially responsible for any and all damage caused by smoking in non-designated areas.

\_\_\_\_\_ initial(s)

All rents are due on the first of the month and are considered late after the fifth day of the month. A late fee of \$50 will be assessed on the sixth day and an additional \$5 a day thereafter until paid in full including late fees. A notice will be posted on the seventh day initiating the eviction process. In order to avoid eviction all past due rent and late fees must be paid in full.

Possession of the property and keys will be made available to the tenant on the 1<sup>st</sup> day the lease begins. Any arrangements to receive keys prior to the 1<sup>st</sup> day must be made in advance including appropriate lease addenda and prorated rent.

All initial funds including application screening fee, hold deposits, security deposits and advanced rents due will be made with certified funds. Rent thereafter can be paid with personal checks or online. If tenant's check is returned for any reason, tenant may then be required to pay all future rents with certified funds or money orders.

Security deposits are security for faithful performance by tenants of all terms of the lease. Tenants may not dictate that the security deposit be used for any other purpose prior to vacancy, including rent due. Unless claimed for unpaid rent, damages or to perform work that was contractually the tenant's responsibility, the security deposit is fully refundable upon vacating the property at the expiration of the lease term. Any security unencumbered by claims must be refunded within 15 days of receipt of the keys and possession of the property by Hart Pro Realty. If a claim is made against the security deposit, then the claim must be made within 30 days of same.

We strive to have all items in working condition on all our properties. An initial walk thru will be done to identify any conditional issues. Please report any subsequent issues you experience in writing within your first 5 days of possession. Although we cannot guarantee these issues will be fixed unless listed on the repairs/upgrades, we will do all we can to get them resolved.

This supplemental must be submitted with and becomes integral with your application. By initialing all pages and your signature below, you acknowledge that you understand and agree to the terms of this document.

\_\_\_\_\_ date \_\_\_\_\_  
Applicant

\_\_\_\_\_ date \_\_\_\_\_  
Applicant

\_\_\_\_\_ date \_\_\_\_\_  
Applicant

\_\_\_\_\_ date \_\_\_\_\_  
Applicant

Thank you for your interest in Hart Pro Realty rental properties. Please call 386 615 0789 if you have any questions regarding the application process.