

RENTAL GUIDELINES

PLEASE READ OUR RENTAL GUIDELINES AND SIGN BELOW.

1. To verify your income, please provide your two most recent pay stubs.
2. The minimum Income to Rent ratio is 300% (or 3 times the amount of rent). Our target Income to Rent ratio is 400% (or 4 times the amount of rent).
3. Good rental history, landlord references and verifiable timely rental payments.
4. We give preference to applicants with no prior evictions. You will be denied if we find evidence of repeated breaches of lease.
5. We give preference to applicants with good credit. Good references are helpful.
6. Good housekeeping habits.
7. No indication of tendencies toward violent acts or illegal activities.
8. Head of Household must be 18 years of age or older. Everyone over the age of 18 must complete an application and meet all rental guidelines.
9. The \$35 Application Fee per adult person is **non-refundable**. Once approved, applicant must pay the Security Deposit within 48 hours. After receiving the Security Deposit, we can hold the property for up to 2 weeks. One month's rent is required prior to gaining possession. Any pro-rated rent amount is due the following month.

X _____
Applicant Signature Date

X _____
Applicant Signature Date

Policies and Procedures

- 1. DAMAGES:** All Tenants will be responsible for all damages, other than normal wear and tear, which are not identified in the Move-In/Walk-Through check list which Tenants and property manager sign at the beginning of the Lease Term. Examples: Broken windows, broken blinds, holes in sheetrock, etc.
- 2. PLUMBING ISSUES:** Tenants will be responsible for plumber's charges caused by Tenants' negligence and/or improper disposal of solid materials. Examples: Toilet or Sewer line backups caused by flushing paper towels, napkins, baby wipes, or feminine products.
- 3. RENTERS INSURANCE:** Landlord is not responsible for loss or damage to Tenant's personal property. It is recommended that tenant apply for, and pay for, a "renters policy".
- 4. LOCK OUTS:** If Tenants lock themselves out or lose their keys, the Tenants can come by our office and get a copy during normal business hours, 9:00-5:00 Monday – Friday. If we have to deliver the key, Tenant will be charged a trip charge of \$25.00. If the locks must be changed and we must send a locksmith to the property, then the payment of the locksmith's bill shall be the Tenant's responsibility to be paid at time of service. Tenants must not change the locks without the Landlord's permission and the Landlord must always retain a key.
- 5. PARKING:** Beware of parking guidelines in your area. **Do not park on grass** or block any other tenant or neighbor. If Tenant has a shared parking lot, and if there are no extra spaces, guests must park on the street. Tenant is responsible for vehicles that are towed or fined, which includes guests' vehicles.
- 6. FREEZE WARNINGS:** Tenant must pay attention to weather alerts during freezing weather. When temperatures are below freezing, Tenants must **keep the heat on**, drip faucets and cover outside faucets. If the pipes freeze or burst due to Tenants' negligence, the Tenants will be responsible for repairs and for damages.
- 7. AUTHORIZED PETS:** Tenants are, with prior consent of the Landlord and the signing of a Pet Agreement (which entails both a \$300 Pet Fee plus a \$300 Pet Deposit, for a total of \$600), then the Tenant is allowed to keep one small to medium dog (maximum 25 lbs.) in the house provided the dog is house broken. **PUPPIES ARE NEVER ALLOWED IN OUR HOUSES.** In addition, the Tenant must have the dog bathed regularly at the Veterinarian and must have the dog treated for fleas on a regular basis!
- 8. UNAUTHORIZED PETS:** **CATS ARE NEVER ALLOWED IN OUR HOUSES.** If a Tenant is caught with an unauthorized pet; or if the Tenant has an animal other than a dog (up to 25 lbs. maximum); or if Tenant is pet sitting; or if there is a visiting pet; these circumstances are violations of your lease for which the Landlord will charge fees; plus these circumstances could result in eviction.
- 9. EXTERIOR GROUNDS:** Tenants are responsible for yard maintenance, including mowing, leaf-raking, and picking up trash. Tenants are responsible for any fines that occur due to city code violations. (Excludes multiple-unit buildings that Landlord maintains.)
- 10. RENT: Rent is Due on the 1st of the month.** Tenants will receive a discount if rent is not owed from prior months and paid on or before the 1st of the month. From the 2nd to the 5th of the month full rental amount is due. If rent is paid after the 5th of the month, late fees of 10% will be charged. Failure to pay rent after the 10th of the month is the most common lease violation and will always result in the Landlord giving the Tenants a 5 day notice to quit possession and usually results in lease termination and eviction.
- 11. EMERGENCY CALLS:** Please call the office during normal business hours for any general repairs. If it is an emergency, after hours, please call 842-3021. A few examples of an emergency: flooding, lack of heat or air conditioning, sewer backups, electrical sparks, or natural gas odor. **In case of Fire or Burglary, please call 911 first, then call us.**
- 12. PEST CONTROL:** Tenant is responsible for all pest control after the 10th day after the move-in. **Keep your kitchen clean.**
- 13. NO SMOKING POLICY:** There is a no smoking policy with all our properties. **Tenants may not smoke inside the house.** If Tenants smoke, they must smoke outside, away from all doors. All cigarette butts are to be cleaned up, and not left in the yard as trash!
- 14. UTILITIES:** Landlord will discontinue all utility services on the 2nd business day after the move in date. The Tenants must establish all utility services on or before this date; or the failure is a violation of the lease which could result in lease termination and eviction.

Tenant: _____

Tenant: _____

Date: _____

Application for Residency

A \$35.00 Processing Fee is required of each applicant. Personal check or money order should be made payable to Mull Properties LLC. Please print clearly. Thank you.

Today's Date: _____

Estimated Move-in Date: _____

Applicant: _____

Last Middle First Date of Birth

SSN: _____ Telephone: _____ E-Mail Address: _____

Have you ever been evicted? _____ Where? _____ When? _____

RESIDENCES:

Present Address: _____ City/State/Zip: _____

Apt Complex Name: _____ From: _____ to _____ Rent: \$ _____

Circle One: Lease Rent Own M-T-M Other (specify): _____

Landlord/Property Mgr: _____ Telephone: _____

Complete the next section if you have lived at your current address less than 6 months.

Former Address: _____ City/State/Zip: _____

Apt Complex Name: _____ From: _____ to _____ Rent: \$ _____

Circle One: Lease Rent Own M-T-M Other (specify): _____

Landlord/Property Mgr: _____ Telephone: _____

EMPLOYER:

Current: _____ Address: _____ Telephone: _____

Employed from: _____ to _____ Gross Monthly Income (before taxes): \$ _____

Previous Employer: _____ Address: _____ Telephone: _____

Employed from: _____ to _____ Gross Monthly Income (before taxes): \$ _____

VEHICLE INFORMATION:

Make & Model: _____ Tag # _____ State: _____

Make & Model: _____ Tag # _____ State: _____

PROFESSIONAL REFERENCES (No Family or Friends)

1. _____ Title: _____ Telephone: _____

2. _____ Title: _____ Telephone: _____

3. _____ Title: _____ Telephone: _____

If applicable, names of other adults (not co-applicants) or children (ages) to occupy the unit:

I certify that the preceding information is correct and complete. I hereby authorize Mull Properties, LLC to make inquiries necessary to evaluate my tenancy and to obtain a CREDIT REPORT and information regarding CRIMINAL BACKGROUND. I understand and agree that the processing fee is non-refundable and any false information or failure to disclose any former convictions or pending charges (other than minor traffic violations) may be grounds for denial of residency.

Applicant Signature: _____ Valid Driver's Lic/ID # _____

CO-APPLICANT:

Last

Middle

First

Date of Birth

SSN: _____ Telephone: _____ E-Mail Address: _____

Present Address: _____ City/State/Zip: _____

Apt Complex Name: _____ From: _____ to _____ Rent: \$ _____

Circle One: Lease Rent Own M-T-M Other (specify): _____

Landlord/Property Mgr: _____ Telephone: _____

Employer: _____ Address: _____ Telephone: _____

Employed from: _____ to _____ Gross Monthly Income (before taxes): \$ _____

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Co-Applicant Signature: _____

Valid Driver's Lic/ID # _____