

*Stephen E. Malouff*  
*Property Management Group, LLC*  
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## **Application Process & Screening Criteria**

Thank you for your interest in applying for a home managed by Stephen E. Malouff Property Management Group, LLC. We are committed to Equal Housing Opportunity and we fully comply with the Federal Fair Housing Act. We shall not discriminate against any person or persons on the basis of race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity. We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one.

### **RENTAL HISTORY:**

- You are responsible for providing us with information, including name, address, and phone numbers, of Landlords with the dates of tenancy for the previous 2-5 years.
- Applicant must have rental income equal to THREE TIMES the amount of monthly rental. Employment and monthly income will be verified.
- Only one family per single family dwelling allowed.
- Rental history must be verified from unbiased sources. If your only rental history is from biased source (family or relative) your application will now be approved. **We accept base housing as rental history.**

### **ROOMMATES: (Includes Common Law Marriage):**

- Each Roommate must have income equal to three times monthly rent and must qualify individually.
- Each Roommate must submit a separate application accompanied by application fee.

### **ADDITIONAL APPLIATION INFORMATION:**

- All persons 18 years or older must submit an application. If applicants are married, to each other, only one application and fee is required.
- All application must be filled out completely and signed.
- A non-refundable application fee of \$65.00 is payable to Stephen E. Malouff Property Management Group, LLC for processing and reviewing each application at the time the application is submitted. A Cashier's Check or Money Order is required for Application Fee(s) and a separate one is required for the Application Deposit.

- Applicants must present valid photo identification when application is submitted.
- Applications are processed in the order in which they are received and will not be processed without all necessary paper work, funds, and/or documentation.
- Please be sure to fill out the application truthfully and completely. Omitted, inaccurate, or incomplete information will delay processing and may result in a rejection.
- Self-employed applicants must provide copies of minimum two years' tax returns or five months' worth of bank records reflecting income.

**APPLICANT(S) MAY BE DENIED OCCUPANCY FOR THE FOLLOWING REASONS:**

- Falsification of application by any applicant
- Incomplete application by any applicant
- Insufficient income
- Criminal conviction history of violent or sexual crime committed by any applicant or by other occupants (including children) who plan to live at the residence
- Felony's or serious misdemeanor charge(s) and/or conviction(s)
- Poor credit history of any applicant (credit reports are obtained)
- Poor rental profile of any applicant (rental history reports are obtained)
- Non-payment or frequent late payment of rent
- Evictions
- Broken lease or amount still owing previous landlord
- If any landlord(s) would be unwilling to rent to you again for reasons pertaining to the behavior of yourself, your pets, or others allowed on the property tenancy.
- If misrepresentations are found after the lease agreement is signed, the lease agreement will be terminated.

Signing this acknowledgement indicates that you have had the opportunity to review Stephen E. Malouff Property Management Group's Application Process & Screening 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 in accurate or incomplete information, your application may be rejected and your application fee will not be refunded.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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Signature

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Date