



Hi Energy Realty Rental/Lease Application Procedures

All applicants aged 18 years and over must complete an application form.

Application fee is **\$65** for each adult (over age 18). All adults who will be living in the home must submit a separate application.

Application fees are non refundable once the application process through Tenant Background Search has been completed.

Cash or certified funds required for payment. Certified funds are money orders and cashiers checks. Checks should be made payable to **Hi Energy Realty**.

Applicants are checked out on "Tenant Background Search."

INCOMPLETE APPLICATION FORMS (TAR 2003 pages 1-4) CANNOT BE PROCESSED Please ensure that no sections are left blank.

A request for rental history (Tar 2214) will be sent to present and/or previous landlords. A rental history for the last 3-5 years is required.

Pet deposits are non refundable and are usually \$100- \$250 per pet depending upon the owner's instructions. In some properties pets are not allowed. Owners have the final say in whether a pet such as a large dog is acceptable.

Before you apply for a home, read the following information concerning the approval process:

- **Hi Energy Realty** complies fully with the FEDERAL FAIR HOUSING ACT. We do not discriminate against any person because of RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS, SEXUAL ORIENTATION, GENDER IDENTITY, OR NATIONAL ORIGIN. We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one.
- **Identification:** Each applicant is required to provide a copy of a legible Government issued photo identification card
- **Income Verification:** Income should be at least three (3) times the monthly rent and verifiable from an unbiased source: employer through pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with a CPA-prepared financial statement or tax returns. Your employment history should reflect at least 6 months with your current employer.
- **Credit History:** We will obtain a copy of your tenant credit score from Tenant Background Search. You cannot provide this to us, we will obtain this ourselves
- **We require with your application, a picture of each animal that will be on the property.**

EXAMPLES OF REASONS FOR DENIALS

- Incomplete application forms.
- Previous landlords unwillingness to rent to you again for reason pertaining to damage or behavior at the property by yourself, guests family members and/or pets.
- Unpaid claims for money filed against you by a previous landlord or property management company.
- 3 or more late payments in a 12 month history.
- 2 or more NSF in a 12 month history.
- Eviction within the past 6 years.
- A current 3 day notice to vacate a property.
- Lease violations where unauthorized tenants have been allowed to stay at the property.
- Credit history, very low credit score
- Criminal history.
- Previous rental history.
- Vacating a property without notice.
- If we are unable to verify your information we must deny application.

Procedure once you are approved and decide to rent.

Once you have viewed the property and wish to rent, and your application has been approved you will meet with the property manager to sign the lease (Tar 2001). You will pay the security deposit, and non refundable pet deposits (if applicable). Until the security deposit is paid the property will stay on the market to be shown to other prospective tenants. We do not hold property for you without payment. There are no exceptions. Proof that utilities have been transferred into your name must be given before the keys can be handed over.

On the first day of the tenancy you will pay the first months rent using certified funds or cash and receive your copy of the lease and pet agreement (if applicable). All checks must be made payable to **Hi Energy Realty**.

Properties managed by **Hi Energy Realty** require you to pay your rent timely (it is considered late on 3rd day of the month) into the Hi Energy Realty Bank Account.

For properties not managed by **Hi Energy Realty** **ONLY** the first months rent will be paid to **Hi Energy Realty**. Subsequent rental payments must be made to the **OWNER** who will provide instructions as to how and where they require the rent to be paid

Michelle Reichle Owner/Broker of **Hi Energy Realty**
Andrea Cramer Realtor/Property Manager