



RENTAL POLICIES AND REQUIREMENTS

The following policies were established to ensure that all applications processed by Capital Management, Inc. will be treated fairly and equally. Please read the following policies. Only one application will be processed at a time and will be processed in order received. An incomplete application will not be processed until all information is received. The main criteria we use in determining if your application is acceptable are: (1) Rental History and Landlord References (2) Income and Work Stability (3) Credit History.

APPLICANTS

- Each Person 18 years of age or older that will be occupying the property is required to *complete* and sign an application.

PROCESSING FEES

- A non-refundable processing fee of \$25.00/applicant or \$40.00/married couple must accompany all applications for tenancy.

CREDIT CRITERIA

- Capital Management, Inc. will obtain a credit report for each applicant and co-signer age 18 or older.
- Credit scores below 600 will require an additional security deposit. All other qualifications must be satisfied.
- Applicants with discharged bankruptcies are considered but must meet all other requirements.

EMPLOYMENT REQUIREMENTS

- Applicant(s) must provide 12 months verifiable employment.

INCOME CRITERIA

- Household income must be equal to or greater than two and a half times the monthly rent amount.
- Income will be verified from copies of the 2 most recent pay stubs and a phone call to the employer.
- Self-Employed applicants must provide proof of income (bank statements, tax return, Schedule C, etc.)
- Unverifiable income will NOT be considered.

RESIDENTIAL REQUIREMENTS

- Applicants must provide 12 months of verifiable RENTAL HISTORY or proof of home ownership and/or positive reference(s) from previous property manager(s).
- The application will be denied if there is a combined amount of 4 NSF checks within a twelve month period. If there are 2 or 3 late/NSF payments within a twelve month period, you may be approved with an additional deposit equal to the monthly rental amount.
- The application will be denied if the rental history demonstrates documented noise or other complaints, and/or when the previous or current manager/owner's references indicate lease violations, damage to the property or money owed.
- Any level 1 or unlawful detainer will automatically result in denial of the application. For all Level II evictions or unlawful detainers within the last 3 years, applicant may have to provide proof showing that their residence address for the time period of the eviction is different than the address listed for the eviction. Any level II evictions or unlawful detainer over 3 years old may be dismissed.

Applicant Signature

_____/_____/_____
Date



RENTAL APPLICATION

Separate Application Required for Each Adult Applicant

ADDRESS: _____

DESIRED DATE OF MOVE-IN: ____ / ____ / 20____

DESIRED LEASE TERM: (check one): [] 12 months [] 6 months [] Other (Specify): _____

UNIT TYPE: [] 1 BR [] 2 BR [] 3 BR [] Other (Specify): _____

HOW DID YOU FIND US? (please be specific) _____

APPLICANT INFORMATION:

Name (full legal name): _____

Social Security Number: ____ - ____ - ____ DOB: ____ / ____ / ____

Home Phone: _____ Work Phone: _____

Driver's License / ID Number: _____ State: _____ Exp.Date: _____

Email Address: _____

**NAME OF OCCUPANTS AND RELATIONSHIP TO APPLICANT:
(Each Adult Applicant Must Provide a Separate Application)**

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

APPLICANT / OCCUPANT VEHICLE(S):

Make: _____ Model: _____ Year: _____ Tag#: _____

EMPLOYMENT HISTORY:

Current Employer

Name and Address: _____

Phone: _____ Supervisor: _____

Length of Employment: Begin _____ Still employed? (check one) ___yes ___no

Previous Employer

Name and Address: _____

Phone: _____ Supervisor: _____

Length of Employment: Begin _____ End _____

RENTAL HISTORY:

Current Address: _____

Dates Lived at This Address: From: _____ to _____

Reason for leaving: _____

Landlord/Manager: _____ Landlord/Manager's Phone: _____

Previous Address: _____

Dates Lived at This Address: From _____ to _____

Reason for leaving: _____

Landlord/Manager: _____ Landlord/Manager's Phone: _____

INCOME:

Gross Monthly Employment Income Before Deductions: \$ _____

Gross Monthly Income From Other Sources (average): \$ _____

TOTAL GROSS MONTHLY INCOME: \$ _____

CREDIT and FINANCIAL INFORMATION:

Credit Accounts:

Credit Card: Type _____ Amt Owed \$ _____ Monthly Payment \$ _____

Credit Card: Type _____ Amt Owed \$ _____ Monthly Payment \$ _____

Vehicle Loan: _____ Type of Vehicle: _____ Monthly Payment \$ _____

Other: Type _____ Creditor _____ Monthly Payment \$ _____

MISCELLANEOUS: (check appropriate answer)

Do you have pets? _____ Yes _____ No if so, describe _____

NOTE: There may be additional fees and/or deposits required for pets housed on premises.

Do you smoke? _____ Yes _____ No

Do you plan to have water filled furniture on the rental property? _____ Yes _____ No If yes, detail below.

Have you ever been evicted? _____ Yes _____ No If yes, explain below.

Have you ever been convicted of a felony? _____ Yes _____ No If yes, explain below.

Have you ever filed for bankruptcy? _____ Yes _____ No If yes, explain below.

Explanation (Please attach if necessary):

APPLICANT PERSONAL REFERENCES:

Name: _____
Relationship: _____
Address: _____
Phone: _____
Known this reference how long? _____

APPLICANT PERSONAL REFERENCES (Continued):

Name: _____
Relationship: _____
Address: _____
Phone: _____
Known this reference how long? _____

Name: _____
Relationship: _____
Address: _____
Phone: _____
Known this reference how long? _____

APPLICANT EMERGENCY CONTACT INFORMATION:

Contact in Emergency (Name): _____ Relationship: _____
Emergency Contact Address: _____ Phone: _____

I warrant that all statements above are true and hereby authorize verification of references and running of consumer reports and other information deemed necessary for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information.

NAME

SIGNATURE

DATE

Please fax completed form to: 866.767.2157 or scan and email to: leasing@capitalmanagementinc.com