



## Application Process & Qualification Standards

Thank you for your interest in renting one of our homes!

Below is a detailed explanation of our application process as well as our qualification standards and policies

### Application Process:

- Application can be completed at [www.newliferei.com](http://www.newliferei.com)
- Each applicant, co-applicant and all adult occupants 18 years or older who will reside in the home **must** pay the non-refundable \$40 processing fee, complete a separate application for screening and list the primary applicant on his or her application.
  - Each co-applicant, adult occupant(s) and all minor children that will reside in property **must** be identified on primary applicant application and will be included on lease agreement as a tenant or occupant as applicable.
- Each applicant, co-applicant and adult occupant will receive a separate email to authorize screening, which includes:
  - Transunion credit report with credit score check (Note: Adult occupants income/financial wellness **will not** be considered in rental decision unless they are also identified as a co-applicant.)
  - Eviction history check
  - Criminal history check
- Each applicant/co-applicant must meet or exceed the minimum standards for qualification listed below.
  - Incomplete applications will delay and/or prohibit our ability to complete the screening process.
- Co-signer **must exceed** the minimum standards for qualification and **cannot** be co-applicant or occupant. See co-signer detailed guidelines listed below.
- Please allow at least 3-5 business days for the application screening process to be completed and decision rendered.
- Please note that adverse screening results **are not** automatic disqualifiers, each person is reviewed on an individual basis.

### Qualification Standards & Policies:

- All those who will reside in property **must** be identified on rental application; includes primary applicants, co-applicants, and occupants over 18 years old and all minor children. All approved persons will be listed on lease agreement. Maximum occupancy allowed in each rental unit is two (2) persons per bedroom.
- Applicant(s) must have current government issued photo identification and a valid social security number;
- Applicant(s) combined monthly household income **must** exceed three (3) times the rent. All income must be from a verifiable source. Unverifiable income will not be considered;
- Applicant(s) must exhibit a responsible financial life. Minimum credit score of 600. All credit report reviews will consider credit score, payment history, collections, liens, bankruptcies, judgments, etc.
- Monthly rent and other reoccurring payments will be paid via Resident Portal either by direct deposit (ACH) at no charge or debit/credit card; there is a 2.99% convenience fee applied when using debit/credit cards;
- Applicant(s) must pay first month's rent and a security deposit of one (1) month's rent prior to move-in;
- Applicant(s) must provide rental/housing history for previous 5 years; if less than 5 years history is provided an explanation in comments is required for all applicants and co-applicants even if it was for non-leased property such as lived with parents, student housing, homeless, etc.
- Applicant(s) must provide employment history for previous 5 years; if less than 5 years history is provided an explanation in comments is required for all applicants and co-applicants even if it was for non-paid positions as a volunteer, student, unemployed, etc.
- Renter's Insurance is **mandatory**; approved tenants will sign-up for insurance and pay monthly premiums via Resident Portal as a term and condition of signed lease; See below definitions and policies for married couples and roommates.
- This is a non-smoking property; and
- All pets must be pre-approved and non-disclosure will be considered a violation of lease agreement.
  - A non-refundable \$250 pet deposit will be required in addition to one (1) month's rent and security deposit noted above.
  - Landlord's written approval detailing the breed, age, color, other identifying features and photo of pet(s) is required before any pet(s) can access the property.
  - Based on insurance restrictions some pets classified as bully breeds may not be accepted.

At landlord's discretion, compensating factors such as an additional security deposit or co-signer (guarantor) may be required for qualification if Applicant fails to meet any one of the above requirements. In the event of multiple applicants, tenancy will be granted to the most qualified, based on the above criteria.

#### **Applicant Screening Process:**

Processing the Application may include direct contact with employers, current landlord, previous landlords, friends, personal and professional references, law enforcement agencies, government agencies, consumer reporting agencies, public records, eviction records, and any other sources that may be deemed necessary. The credit check is a standard check known as a **soft credit check**, and will not affect the applicant(s) credit history.

A consumer report will be used in the processing of all applications. In accordance with the Fair Trade Commission (FTC) Fair Credit Reporting Act (FCRA), should the Applicant(s) be denied or face other adverse action based on information received in the consumer report, the Applicant(s) have a right to obtain a free copy of their consumer report, and will be provided an adverse action notice that will contain contact information to dispute the accuracy of the information contained in the report: The federal agency that administers compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580. 506485.

In addition, applicant screening includes review of criminal conviction history within the past 5 years and eviction history check.

#### **Deposit to Hold:**

If approved tenants(s) who will not take occupancy within 40 business hours (5-days), a Deposit to Hold in the amount equal to one month's rent will be required within 24 business hours (3-days) to hold the property until a mutually agreed upon move-in date. The maximum amount of time a rental will be held is 10 business days after Deposit to Hold is received.

After all move-in requirements have been met and a lease for the property completed, the Deposit to Hold will transfer to the security deposit to be held throughout the resident's entire tenancy. If the Prospective Tenant(s) fails to provide the Deposit to Hold within 24 business hours (3-days) of approval, the home will be offered to the next qualified applicant. Should the Applicant elect to pay the Deposit to Hold with their application (prior to processing), the Deposit to Hold will be refunded in full within 10 business days if they fail to qualify.

#### **Move-in Requirements:**

After approval and before occupancy will be granted, lease must be executed and signed by all Prospective co-applicant(s), supply all the required move-in funds, including the security deposit, first month's rent, and any other additional deposits and fees. All resident paid utilities must be transferred into Prospective Tenant(s) name.

#### **Additional Information Regarding Lease Terms and Conditions:**

- **Payment Method:** All rent and other payment(s) to include move-in funds must be made electronically via the Resident Portal; either electronic ACH payment from checking account at no cost or debit/credit card with a 2.99% convenience fee.
- **Late Fees:** Rent and other applicable payment(s) are due by the 1<sup>st</sup> of each month. A one time late fee of 10% on reoccurring charges will be charged on the 7<sup>th</sup> of each month, with a daily late fee of \$5.00 charged on and after the 8<sup>th</sup> until paid.
- **Renters Insurance:** Renter's Insurance is **mandatory**. Our preferred insurer can quickly and easily enroll tenants, this allows for ease of billing of the nominal fee via the Resident Portal each month. As a tenant of our properties you are automatically qualified.

#### **Co-Signer Guidelines:**

**Definition:** A co-signer **will not** actually live in the property but will become an equal obligor with the tenant(s) on the lease. In doing so they are accepting responsibility for making payments for Rent, Deposits, Damages, Back rent, and any other expenses outlined in the lease. Co-signers are often needed when tenant(s) have limited rental history, inconsistent income, or no credit history.

Co-signer must fully meet all our normal screening requirements and in addition, co-signer's combined monthly household income **must** exceed five (5) times the rent. All income must be from a verifiable source. Unverifiable income will not be considered. We do not pursue co-signers that provide partial income coverage to assist the occupant tenant. A co-signer is somebody who, by themselves, would be approved to live in the rental unit.

This means a co-signer will pay the same application fee and complete the same screening as the occupying tenant. To make certain the co-signer understands their obligation they must sign the lease or an addendum to the lease that clearly states their status as a

joint obligor on the lease and fully financially obligated for the lease term and all of its requirements to include Rent, Deposits, Damages, Back rent, and any other expenses outlined in the lease.

A co-signer's responsibilities extend to all tenants on the lease, so if you co-sign for a multi-tenant unit, you may be responsible for the entire lease. A co-signer remains on the lease for the entire lease term. Tenants may complete a new application/fee and be re-screened at lease renewal to remove requirement for a co-signer.

Co-signing is a significant commitment that can affect your credit score and financial standing. Co-signers should fully understand the risks and responsibilities before agreeing to co-sign.

#### **DEFINITIONS & POLICY:**

**Primary applicant:** Is the first person to complete a rental application and is responsible for initiating the rental process. They may have found the rental, contacted the landlord, and arranged a viewing.

**Co-applicant:** Someone who applies for a unit lease alongside the primary applicant. If approved individual(s) enter the lease or rental agreement with equal financial responsibility for the obligations set forth in the lease, including Rent, Deposits, Damages, Back rent, any other expenses outlined in the lease and care of the property. The landlord must pre-approve both the primary applicant and co-applicants.

**Occupant:** Someone who lives in a property without a formal lease or rental agreement with the prior permission of the landlord. Occupants are not tenants and do not have the same legal rights or responsibilities as tenants. They do not have financial responsibility for the lease and can be asked to leave without the need for strict legal procedures.

**Occupancy Maximum:** Is two (2) persons per bedroom.

**Tenant:** Someone who occupies a rental unit with the landlord's consent, for residential purposes, and for an agreed-upon consideration as stated in a signed lease or rental agreement.

**Guest:** Someone who visits occasionally, and may sleep over a few times in a given period. Guests that temporarily visit the rental unit as defined in lease agreement may stay overnight for a maximum of 14 consecutive nights in a six (6) month period. The above occupancy maximum applies to guests as well.

**Renter's Insurance:** Married couples do not necessarily both need separate renters' insurance policies. A joint policy naming both spouses as insured covering their shared possessions and liability for the married couple may be obtained. For roommates in a shared rental unit each tenant is required to obtain a separate insurance policy issued in their name that covers their individual personal belongings and liability.

If you have questions related to this document, would like to contact us, schedule a showing, or complete an on-line rental application please go to [www.newliferei.com](http://www.newliferei.com).

We thank you for your interest and look forward to hearing from you soon.

Sincerely,

New Life Real Estate Investing, LLC  
[www.newliferei.com](http://www.newliferei.com)