

Ernst & Haas **MANAGEMENT**

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www.ErnstandHaas.com

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Application Process

Thank you for considering a property offered by Ernst & Haas Management Company, Inc. The application process is really quite simple and quick normally taking 2-3 business days to process. You will be notified either by mail and/or telephone as to the approval status of your application and you may request a copy of your credit report at any time regardless of approval status. Any questions regarding your credit report must be addressed to the credit bureaus directly. Please make sure all information on the application is completed IN FULL. If there is a section or line that does not apply to you, please indicate with N/A.

In order to insure timely processing of your application please remit the following:

- One completed application for each person over 18 yrs. of age**
- Original Driver's license or State ID, or two other forms of picture identification**
- Original Social Security Card or Supporting Documents**
- Proof of income (e.g. 2 recent pay stubs, S.S.I./Disability, retirement, AFDC, etc.)**
- \$40.00 application fee (No personal checks) per application (This is a non-refundable administration charge to cover the costs of processing each application)**

Once you are approved, you will be informed of the total amount required to move in: (1st month's rent and deposit). (If scheduled lease date is within the last 5 days of the month, the first month's prorated rent and 2nd month's full rent are required) Both must be made payable by money order or cashier's check. **NO CASH OR PERSONAL CHECKS ARE ACCEPTED FOR MOVE-IN OR DEPOSIT.** All payments must be made payable to Ernst & Haas Management Co., Inc.

- All applications are processed in the order received. The applicant who is first to pay the application fee, remits all the required documents, qualifies, and pays the required move-in charges after approval will be selected. We continue to process all applications submitted until deposit is received by an approved applicant.
- Once an applicant is approved; the applicant may place a deposit on the property to reserve the property for up to 10 days from the date of availability. The hold deposit shall be the total deposit of the Property.
- Neither the management office nor an on-site manager shall accept any deposits from an applicant until the applicant has been qualified and approved by the management office.
- Applicants may not store any items or stay in the residence until the full deposit and rent have been received and a lease agreement has been executed.
- Management company shall not hold a residence for an applicant until all required deposit have been received and an offer to rent has been signed by the applicant and the management office.
- All documents submitted shall be retained by the management office for a period of 3 years.

Selection Criteria

The following qualifications will be applied to all applications:

- Rent cannot exceed 40% of monthly gross income. The income must be verifiable (e.g. Pay stubs, tax return forms 1099 or 1040, AFDC Action letter, Court order for spousal or child support, Retirement deposit statement), or other documentation as determined verifiable and approved by the management office.
- Occupancy guidelines set by Fair Housing will be followed. No more than 2 people per bedroom and one additional occupant shall occupy any residence.
- **Any false information provided on a rental application will result in disqualification of applicant.**

Credit:

- Credit score (FICO) must be no less than 620 for standard deposit. Applicants with a credit score of 600-619 may be *conditionally approved*.
- If the score rates “N/A” and no negative trade lines or collections have been reported, then the applicant may be *conditionally approved*.
- If the score rates “No subject Found” and all other information is verifiable, the application may be *conditionally approved*.
- If the credit score is less than 600, the application will not be approved.

Rental Reference:

- Tenancy verifications will be made for all residencies within the past 3 years.
- If applicant receives a derogatory rental reference, the application will not be approved.
- If tenancy verification results in home ownership, the loan or mortgage must be reflected on the credit report as a positive credit rating.
- If a tenancy results in home ownership without a mortgage, proof of ownership must be provided by way of Grant deed, tax records or escrow closing papers.
- If applicant has rented or lived with relatives, proof of residency must be established with corresponding ID card, Driver’s License, pay stubs, or credit report.

Evictions:

- NO EVICTIONS OR COLLECTIONS from a management company or landlord. If an applicant has been evicted or has a collection account from a previous landlord, the application will not be approved.

Employment:

- If applicant receives non verifiable income because no pay stubs are given, applicant may be *conditionally approved*.
- If the income is unverifiable because the applicant is newly hired with no pay stubs to date, a letter on a company letterhead must be supplied by the employer indicating monthly salary and start date.
- If employment or income cannot be verified then a guarantor is required or if rent exceeds 40% of income, applicant may be *conditionally approved*.

*****Conditional Approval*****

If an applicant has been conditionally approved, the following conditions must be met for consideration:

- A double deposit must be given prior to move in, or guarantor (co-signer) may be used, at the discretion of the office management. The guarantor must have satisfactory rental and employment references. Guarantor must have a credit score (Fico) of 620 or greater and rent should not exceed 40% of monthly gross income.
- The guarantor must submit an application along with the following:
ID, Social Security card, proof of income, and pay the application fee.
- Additional documents may be requested to establish approval.

It is understood and applicant agrees that the management company continues to receive and process applications even after an application is received. Applications are accepted until a deposit is received by an approved applicant. Submission of an application does not guarantee approval or secure a property. All applications are valid for 30 days and may be applied to any property offered by Ernst & Haas Management.

I have read, understand, and agree to the above terms.

Signature

Date

Application to Rent

Please completely fill out this application and use black ink.

Check box only if you are applying as a Co-Signer.

General Information

Apt No. _____ Located at _____
How did you hear about the rental? _____
Last Name _____ First _____ Middle _____
Phone _____ Mobile _____
Social Security # _____ Driver's License and State _____
Date of Birth _____ Email Address _____

LIST ALL ADDITIONAL OCCUPANTS WHO WILL RESIDE IN UNIT

Name _____	Date of Birth _____
Name _____	Date of Birth _____
Name _____	Date of Birth _____

Residential History (Past 3 Years)

Current Address _____ City/Zip _____
How Long: From(Month/Year) _____ to _____ Reason for leaving _____
Owner/Manager _____ Tel _____ Rent Paid _____
Self Owned _____

Previous Address _____ City/Zip _____
How Long: From(Month/Year) _____ to _____ Reason for leaving _____
Owner/Manager _____ Tel _____ Rent Paid _____
Self Owned _____

Second Previous Address _____ City/Zip _____
How Long: From(Month/Year) _____ to _____ Reason for leaving _____
Owner/Manager _____ Tel _____ Rent Paid _____
Self Owned _____

Employment Information

Company Name _____ Address _____
Phone _____ Occupation _____ Gross Monthly Salary _____
Name of Supervisor _____ Dates of Employment _____ to _____

Company Name _____ Address _____
Phone _____ Occupation _____ Gross Monthly Salary _____
Name of Supervisor _____ Dates of Employment _____ to _____

Additional Information

1. Do you receive any other source of income? Yes _____ No _____ Source _____ Amount _____
2. Have you ever been evicted for non-payment of rent or for any other reason? Yes _____ No _____
3. Have you ever filed bankruptcy? Yes _____ No _____ Discharge date? _____
4. Have you ever been convicted of a felony? Yes _____ No _____ Explain _____
5. Do you have any pets? _____ If yes, how many _____ Breed _____
6. Will you be using any water filled furniture? Yes _____ No _____

Banking Information

Name of Bank _____
Checking _____ Approx Bal _____
Name of Bank _____
Checking _____ Approx Bal _____

Credit References (Credit Cards/Car Payments/Other Loans)

Company Name _____ Address _____
Acct # _____ Present Balance _____

Company Name _____ Address _____
Acct # _____ Present Balance _____

Personal References

Name _____ Address _____
Phone # _____ Time Known _____ Relationship _____
Name _____ Address _____
Phone # _____ Time Known _____ Relationship _____

Emergency Contact (Cannot Be Co-Applicant)

Name _____ Address _____
Phone # _____ Time Known _____ Relationship _____

Vehicles

Year _____ Make _____ Model _____ Color _____ Lic. _____
Year _____ Make _____ Model _____ Color _____ Lic. _____

Applicant represents that all of the above statements are true and correct and hereby authorizes that their verification including, but not limited to, the obtaining a credit report and agrees to furnish additional credit references on request. Owner/agent is authorized to obtain a credit report now and in the future.

In connection with my application for rental and/or employment, I understand that background inquiries will be made on myself including consumer, criminal, driving and other reports. Employment reports may include information as to my character, work habits, performance and experience along with reasons for termination of past employments from previous employers. I understand that information will be requested from various federal, state and other agencies and entities, public and private, which maintain records concerning my past activities relating to driving, credit, criminal, civil and other experiences as well as claims involving me in insurance company files.

I authorize, without reservation, any party or agency contacted, to furnish completely and without limitation, any and all of the above mentioned information and any other information related thereto. Further, I will release from all liability and hold harmless all requesters and appliers of information in accordance herewith.

The undersigned makes application to rent housing accommodation designated for the amount and location as set forth above and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including requested deposits before occupancy.

Signed _____ Date _____