

Gp Unlimited

Property Management

Tenant Screening Criteria and Application Requirements

This form MUST be signed and submitted with the completed application before ANY processing will begin.

Thank you for your interest in a Gp Unlimited homes. Our goal is to consistently offer top quality property to our tenants. An important component of the management process is to maintain a thorough screening process. Applications must be completed in full by all residents 18 years of age or over. An application for a specific property or unit will be processed on a date and time basis. Your application will be review; if complete you will receive an email asking for your consent to the background check. Next, you will create a renter account and fill out your personal information-all securely online. The applicants will need to pay a \$35.00 non-refundable application fee for the screening; Payment is made directly in the website with a Credit Card (Fee Subject to change). The first complete application received will be processed and if approved, all potential applicants will be notified.

We will accept applications meeting the requirements listed on the Property Information Sheet and in which all the applicants meet the following qualifications:

- 1) **Income:** On most of our properties, the gross verifiable monthly income for all tenants should be at least three (3) to four (4) times the monthly rent amount.
- 2) **Employment:** We require verifiable employment history for at least the past two (2) years. If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), W-2's, bank statements, paycheck stubs, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES.
- 3) **Residency:** We require verifiable residence history for at least two (2) years whether you currently own or rent.
- 4) **Credit History:** We will obtain a copy of your credit report. You cannot provide this to us, we will obtain these ourselves.
- 5) **Criminal, Sex Offense, and Terrorist Database History:** We will check for inclusion in these databases.
- 6) **Occupancy:** The total number of tenants and occupants may not exceed two (2) persons per bedroom.
- 7) **Pets:** Pet policies and deposits vary from home to home so please contact us to determine the pet policy for this home. Most homes are limited to the number and size of pets. None of our homes permit dog types that may have violent tendencies, including but not limited to: Pit Bulls, Staffordshire Terriers, Dobermans, Rottweiler's, Chows, German Shepherds or any similar breed or mixed breed.
- 8) **Renters Insurance:** Renters Insurance is required prior to taking possession of the unit. Evidence of renters insurance cover for the initial term of the lease and any extension thereof will be required. Minimum Renters Insurance requirements include: Liability Coverage, Personal Content Replacement Coverage, and Gp Unlimited listed as additional insured or interested party.

9) **Applicants will be denied for the following or similar reasons:** False, inaccurate, or incomplete applications; credit scores under 550, evictions, judgments related to rental residency, tax liens, unpaid child support; current bankruptcy proceedings; felony convictions and out of prison or jail in less than 5 years, multiple felonies, physical or violent crimes, domestic violence, sex offenses; and/or appearance on any sexual offense or terrorist database.

10) **Applicants may be denied or required to pay additional deposit or rent for the following or similar reasons:** insufficient verifiable income, excessive late or NSF rent payments, broken leases, property damages, unpaid rent, mortgage not current, foreclosures, credit scores under 600 or no credit score, excessive credit collection balances, slow pays, drug related offenses, etc.

11) Disable Accessibility Statement:

Gp Unlimited allows existing premises to be modified at the full and complete expense of the disabled person if the disabled person agrees to restore the premises (per fair housing guidelines) at their own expense to the pre-modified condition.

We require:

- The applicant to seek the landlord's written approval before making the modifications.
- Reasonable assurances (in writing) that the work will be performed in a workmanlike manner.
- Reasonable details regarding the extent of the work to be done.
- Names of the qualified contractors that will be used.
- Appropriate building permits and the required licenses must be made available for inspection.
- A deposit for the restoration may be required.

ACCEPTANCE AND MOVE-IN PROCEDURES

1) Acceptance Window: We can normally verify and make an acceptance decision within two (2) business days of receipt **PROVIDED ALL DOCUMENTATION IS RECEIVED** beforehand and **VERIFICATIONS CAN BE COMPLETED**.

2) Security Deposit: Once an application has been accepted, the Applicant has until 5:00 P.M. the following BUSINESS day to deliver the Security Deposit to our office (if not already done). This Security Deposit must be in the form of a Cashier's Check or money order made payable to **Gelabert Properties**. We will not accept CASH for any reason. You also cannot pay this online. During this time, we will not remove the Property from the market; however, we will not process any further applications or present any other offers.

3) Lease Signing: Unless otherwise agreed upon, we will prepare and send to Applicant a digital lease that the tenant can review and sign electronically. Applicants are highly encouraged to READ THE LEASE before signing, as there are many responsibilities that you are agreeing to perform and live under in this lease. Once signed, the lease will be routed back to us for execution. Please be aware that we will not execute any lease until the Security Deposit is received.

4) Keys: Because of federal privacy and identity theft laws, each Applicant will be **REQUIRED** to provide copies of positive identification (at least one with a photo) such as **Driver's License**, License to Carry Handgun, Passport, Visa, etc. This also means that at least one of the named tenants on the lease **MUST** come to our office to be verified in person before we are allowed to turn over keys.

I have read and fully understand the above tenant application, selection criteria, and requirements.

Tenant Name (Please Print)

Tenant Signature

Date: