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## **Screening Policy for Rental Applications and Fee Disclosure**

Application Fee of \$40.00 Per Adult, This is a **Non-refundable Fee**

**No Personal checks are accepted. Please pay with money order, cashier's check or cash.**

**No Smoking of Tobacco or Vaping is allowed in our units including garages; you may smoke outside 20 feet away from windows or doors. Some units there is no smoking on the property.**

**"Marijuana Use: No marijuana, medical or otherwise, may be grown, stored or consumed on the premises without the prior written consent of the owner/agent."**

**Upon approval of your application, Base Deposit must be paid to hold property. We will proceed to next application if arrangements have not been made.**

**Possession must take place within one week of unit availability. Monthly rents are due on or before the 1<sup>st</sup> of each month.**

### **Application Process**

- Each adult over 18 must complete and pay for an application.
- We offer an application form to everyone.
- **Completed applications** are reviewed in the order received.
- Applications may take up to 4 business days to complete verification depending on returned calls.
- Applications are valid for 3 months. After 3 months, you will have to apply again.
- We do not take Co-Signers.

### **Prior Rental History:**

- **Verifiable rental history of at least 2 years.** If you are related by blood or marriage to one of the previous landlords listed, or your rental history does not include at least one previous landlord, we may require an additional deposit. The more rental history you can give us, the better we will be able to process the application. If we cannot reach your contacts or they do not return calls, we will proceed to the next applicant. Please use additional paper if needed.
- **It is your responsibility to provide us with the information necessary** to allow us to contact your past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history.
- We may conduct a "drive by" inspection of your current address.

### **Sufficient Income/Resources:**

- Your monthly NET income must be at least 2 ½ to 3 times the rent amount depending upon property.
- Verifiable income history, including self-employment, of at least 2 years. -- pay stubs, employer contact, tax records and/or bank statements.
- Exceptions may be made, at OUR discretion. (Increased deposits may be required)

**Credit/Criminal/Public Records Check: Any crime that would adversely affect the property, or the health, safety or right to peaceful enjoyment of others may result in denial of application.**

- A credit check and criminal/public records check will be performed.
- Negative reports from the last 5 years may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of illegal manufacture or distribution of a controlled substance.

**Continued on back**

Please complete front and back on all pages and sign and/or Initial where indicated

**Inadequate Credit / Rental / Employment History:**

- Additional deposit may be required depending on item history (Payments may be available depending on property).

**Security Deposit Guidelines:**

- Minimum Base Deposit- Amount of rent plus \$200.00 minimum increase
- Increased Deposit for Pet \$250.00 min.
- Roommates may be required to pay an additional deposit up to the amount of the deposit
- Deposits are not returned until all current and future tenants vacate.
- Carpet Cleaning will be paid out of the deposit at the time of move out. (Rate is determined by size of carpet to be cleaned)

**Required Documents: Include with application.**

- Companion pet documentation
- Service Animal documentation
- Proof of income: Pay Stubs, Social Security income, retirement income, Food stamps, ect.
- Upon approval, proof of insurance is required. Please list Viking Property Management as interested party.
- **Application is not complete without these documents.**

**Your Application May Be Denied If:**

- Required documents are not received in a timely manner.
- You misrepresent any information on your application. If misrepresentations are found after a rental agreement is signed, your rental agreement may be terminated.
- In the last five years, you have been convicted of the manufacture or distribution of a controlled substance, or if you have a conviction for any type of crime that would be considered a threat to the property or to other resident's peaceful enjoyment of the property.
- Your credit check shows accounts that are not current. If you have unpaid collections, we may require the collection to be paid, and/or additional deposits.
- In the last five years, you have had a FED (court ordered eviction) or any other evictions.
- Previous landlords report significant complaint or noncompliance activity. (For example: Late rent payments; Failure to give proper notice when vacating; Excessive damage beyond normal wear; repeated noise disturbance, etc.)
- You, your roommate(s), your guest(s), or a family member demonstrates aggressive, obnoxious, or objectionable behavior either previously or to our staff.
- Authorization for Debt Collection Contact through Home phone and Cell Phones.  
If I leave owing funds more than my deposit, I hereby consent to receive auto dialed and/or pre-recorded debt collection calls and related texts from or on behalf of a collection agency at the number(s) provided to Viking Property Management. I understand that consent is not a condition of purchase or services rendered.

**If you are approved and you are doing a Fixed Term Lease, and must break your lease, the Buyout Fee is 1 ½ times your rent with a 30 days' notice.**

**I have read and understand this statement of policies and procedures.**

Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Office use only

Date/Time Received: \_\_\_\_\_ Receipt # \_\_\_\_\_ Paid C / Ch / MO \_\_\_\_\_  
Pets Y / N Type: \_\_\_\_\_ Pet interview, Date & Time: \_\_\_\_\_ Picture Y / N \_\_\_\_\_  
Examined Picture identification Y / N Type of Identification \_\_\_\_\_ Lead base pamphlet Y / N \_\_\_\_\_  
# of units available (of the type and in the area) that will be available for rent in the near future. \_\_\_\_\_  
# of applications accepted and remaining under consideration for those units. \_\_\_\_\_

Property Address: \_\_\_\_\_ Preferred move in date \_\_\_\_\_  
Alternate Address: \_\_\_\_\_

**Rent, Deposit and Fee Disclosure.** (Amounts listed below may be subject to change before the rental agreement is executed) Monthly rents are due on or before the 1<sup>st</sup> of each month.

Monthly rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Other Deposit \$ \_\_\_\_\_

Deposit may increase depending on Screening and other factors.

The following charges may be charged:

Late charge of \$75.00

Smoke alarm and carbon monoxide alarm tampering fee of \$250.00 per occurrence.

Dishonored check fee of \$35.00 Plus amounts charged by bank \$5.00

Early lease termination fee may not exceed 1 ½ times the monthly rent, plus 30 day notice.

Agent may charge the following non-compliance fees after giving a written warning notice of initial violation if non-compliance occurs within one year, \$50.00 for second violation, and \$50.00 plus 5% of current rent for subsequent violations.

Late payment of utility fee of \$50.00

Failure to clean up pet waste, garbage, rubbish or other waste fee of \$50.00

Parking violation or other improper use of vehicle fee of \$50.00

Smoking in a clearly designated non-smoking unit or area of the premises fee of \$50.00

Unauthorized pet capable of damage to person or property fee of \$50.00

### **Personal Information:**

Full Name: \_\_\_\_\_ Other names used \_\_\_\_\_

First Middle Initial Last

S.S. # \_\_\_\_\_ Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Licenses # \_\_\_\_\_ St: \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

1. Current address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Since: \_\_\_\_\_ Reason for moving \_\_\_\_\_ Monthly Payment: \_\_\_\_\_  
Landlord Name: \_\_\_\_\_ Related Y or N Phone: \_\_\_\_\_

2. Previous address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
From: \_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_ Monthly Payment: \_\_\_\_\_ Why did you move \_\_\_\_\_  
Landlord Name: \_\_\_\_\_ Related Y or N Phone: \_\_\_\_\_

3. Previous address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
From: \_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_ Monthly Payment: \_\_\_\_\_ Why did you move \_\_\_\_\_  
Landlord Name: \_\_\_\_\_ Related Y or N Phone: \_\_\_\_\_

Have you ever: been evicted? \_\_\_\_\_; Left owing Landlord money? \_\_\_\_\_; Been sued by a Landlord:  
Filed bankruptcy?: \_\_\_\_\_ Been convicted or pleaded guilty or no contest to a crime in the last 5 years? \_\_\_\_\_

*If yes to any of these please explain:*

### **Employment:**

Applicants current employer: \_\_\_\_\_

Company Main Phone: \_\_\_\_\_ Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Position: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ Supervisor & Phone: \_\_\_\_\_

Full or Part time: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_ Take home pay per month: \$ \_\_\_\_\_

Applicants previous employer: \_\_\_\_\_

Company Main Phone: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor & Phone: \_\_\_\_\_

Full or Part time: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_ Take home pay (per month): \$ \_\_\_\_\_

**Other income Source:**

Other income source: \_\_\_\_\_ Amount \$ \_\_\_\_\_/month

Other income source: \_\_\_\_\_ Amount \$ \_\_\_\_\_/month

Include (Food Stamps, TANF, Schooling grants, SSI, Pension, ect. ) Please provide proof.

**Does anyone** in the house smoke? [ ] Yes [ ] No If yes Who? \_\_\_\_\_

**No smoking is allowed in any of our units or garages. You may smoke outside 20 feet away from windows and doors unless otherwise stated**

**If you need more space for more than 4 people, 3 pets, extra vehicles, feel free to use add another page**

**List all other persons to occupy the property, please include children:**

Name : \_\_\_\_\_ Birth date: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name : \_\_\_\_\_ Birth date: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name : \_\_\_\_\_ Birth date: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name : \_\_\_\_\_ Birth date: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Pets: NO PETS UNDER 18 MONTHS- May need proof of age. NO Rottweilers, Pit Bulls, Doberman, Akita, German Shepherd, Boxer, Great Dane, Wolf/Hybrid, Chow Chow, Husky, American Staffordshire Terrier or mixes.**

All pets must be approved. All properties require an increased deposit for pets.

Please list service/companion animals. Bring proof.

1)Type/ Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_ Color: \_\_\_\_\_

Name: \_\_\_\_\_ Spayed/Neutered: Y / N Vaccinations: Y / N

2)Type/ Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_ Color: \_\_\_\_\_

Name: \_\_\_\_\_ Spayed/Neutered: Y / N Vaccinations: Y / N

3)Type/ Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_ Color: \_\_\_\_\_

Name: \_\_\_\_\_ Spayed/Neutered Y / N Vaccinations: Y / N

Have your pets ever injured any one or damaged anything? [ ] Yes [ ] No

**Personal property – vehicles/boats/trailers/RV** Please use additional page if needed

1) Make/Model: \_\_\_\_\_ Color/Year: \_\_\_\_\_ License #: \_\_\_\_\_ St.: \_\_\_\_\_

2) Make/Model: \_\_\_\_\_ Color/Year: \_\_\_\_\_ License #: \_\_\_\_\_ St.: \_\_\_\_\_

3) Make/Model: \_\_\_\_\_ Color/Year: \_\_\_\_\_ License #: \_\_\_\_\_ St.: \_\_\_\_\_

**Do you own the following? Permission required.**

Trampoline \_\_\_\_\_, Water-Filled Furniture \_\_\_\_\_, Fish tank or Aquarium \_\_\_\_\_ how large \_\_\_\_\_?

**In the event you become a tenant, we need an emergency person living outside of your resident to notify in case of emergency or death of Tenant:** We need someone that will have the authorization to remove your possession if you are unable.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

City: \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

**Personal references (No relatives please):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

City: \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

City: \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

I understand I acquire no right to a rental unit until I sign a rental agreement. That upon signing this application, a consumer investigation regarding all statements made on the application will be initiated. I understand I have the right to dispute the accuracy of information reported and upon written request, the right to a complete and accurate disclosure of the nature and scope of the investigation and or a written summary of my rights under the FCRA.

I certify that all statements made on this application are true and correct to the best of my knowledge. I am aware that false, misleading, or incomplete information may result in the denial of tenancy or subsequent eviction. I authorize Viking Property Management LLC to make request from outside agency inquiries to any credit reporting mediums concerning my credit history.

I further authorize Viking Property Management LLC to conduct or request from an outside agency a consumer investigation with regard to rental history, employment history, banking, conduct of character, mode of living, criminal charges, eviction, and any other information deemed necessary.

**I understand there will be a non-refundable screening fee of \$40.00, unless applicant is not screened.**

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Check List

Please make sure you completed/attached all the following items with your application

\_\_\_\_\_ All blanks must be completed; Mark NA if it does not apply to you. Example If no pets put NA

\_\_\_\_\_ Proof of Income; pay stubs, bank statements, Social Security Income, Food stamps, etc...

\_\_\_\_\_ Letter from medical professional if pet is a service pet or emotional support pet.

\_\_\_\_\_ \$40 application fee with each application. Anyone over 18 needs an application

\_\_\_\_\_ Have you signed page 2 and page 5.

\_\_\_\_\_ All applicants must turn in completed applications at the same time.

**We will not accept an incomplete application.**

# **Renters Insurance is required on all properties.**

**Proof of insurance is required on or before signing rental agreement.**

**Please list Viking Property Management as Interested Party.**

## **Why is having insurance important?**

According to [U.S. fire statistics](#), 50% of residential fires result from cooking accidents, 12.5% from heating, and 6.3% from electrical malfunctions. When half of residential fires are directly caused by humans, it's imperative that you have some kind of insurance policy in place in case something happens in one of your rental properties. This protects not just your business and your owners, but your renters' and owners' pockets as well.

## **What if renters don't want renters insurance?**

What most renters don't realize (especially younger renters) is that a landlord's insurance policy likely covers the building structure only and not any personal possessions within the unit(s). And if the unit becomes uninhabitable due to extensive damage, the property manager is not responsible for providing renters with temporary accommodations. And that might come as a shock to a renter in the event that they need a place to stay.

Renters insurance policies provide displaced tenants with funds to cover temporary living arrangements and associated expenses; and, typically, they cover all a renters belongings—from clothes and jewelry to electronics and whatever other valuables you own—at a fairly inexpensive price.