



APPLICATION CRITERIA

Rental Process and Application Disclosure

We pledge to honor the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the Nation as well as the Ohio Fair Housing laws. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Color, Age, Marital Status, Disability, Religion, Sex, Military Status, Familial Status, National Origin or Ancestry.

Additionally, should any local law offer more protection, we shall adhere to those laws as well.

Our leasing consultants will be happy to show you our available rental homes at absolutely no charge to you. You may also preview our properties 24 hours a day on-line at www.rpmclarity.com.

Application Processing and Time Frame:

- Processing an application normally takes between two (2) to three (3) business days. In some cases, the approval of common interest Associations, homeowners or unforeseen circumstances may require a longer processing period. Please be assured that we will contact you immediately upon determination of approval or denial. All adult occupants over the age of 18 must submit a fully completed, dated and signed rental application and application fee before the application will be processed.
- No rental property will be held vacant for more than 30 days, unless approved by Real Property Management Clarity Team.

Cost:

- If you decide to apply to rent one of our properties, there is a \$45.00 per person (over the age of 18) application fee that is "non-refundable" upon Real Property Management Clarity Team running the application. This application fee must be paid when the completed application is submitted.
- Some Common Interest Associations may require a separate application and fees. If this is the case, you must also apply separately to the Association and remit whatever additional application fee may be required.
- An Application Deposit equal to \$250 which is not a security deposit may be due upon approval of any application to rent or lease the premises. This amount will be credited toward the required security deposit when the lease contract has been signed by all parties. Should the contract not be completed, or the applicants fail to take possession of the premises, this amount will be forfeited as liquidated damages.

The Application:

- Upon receipt of your rental application and application fee(s), you can expect and hereby authorize that we will: (1) check your credit report, (2) check the public records for any past evictions, (3) verify your employment, (4) verify your previous landlord references, and (5) conduct a criminal background check. Co-signers may be considered on an individual basis.
- Applications that are dis-approved will be notified within 3 business days after the date of the full application submission in writing via USPS, email or text message unless otherwise agreed upon.
- All applicants must see the interior of the property before lease can be signed. The property must be accepted in "AS IS" condition before a lease can be signed, except where there is written agreement for maintenance or repair items or waiver of right to view property is signed. Any such maintenance or repair request (if any) must be written and included with your application under "Other Items Requested," in the contract-to-lease portion of your application. If your maintenance and repair request are acceptable to Real Property Management Clarity Team, then that agreement will be written into the lease or lease addendum. Verbal representations are non-binding.
- All initial funds (e.g., application deposit, first month's rent, security deposit) must be paid by cashier's check or money order payable to "Real Property Management Clarity Team". Payments in subsequent months may be paid by check.

Resident Criteria: Selection Criteria - Separate Document and checklist

- Applicants must have a combined gross income of at least three (3) times the monthly rent. Income must be verified in writing using recent pay stubs or other legal means. A minimum of 3 year's residential history is required. Rental history must be rated satisfactory or better, with no record of evictions. We reserve the right to require a high-risk addendum and fee and/or a higher security deposit. Co-signers are accepted at the managers discretion only, must meet all requirements, and must reside in the State of Ohio.
- Self-employed applicants may be required to produce two (2) years of signed tax returns, bank statements or IRS 1099 forms. Non-employed applicants must provide proof of income.
- Credit history and/or Civil Court Records must not contain slow pays, judgments, eviction filings, collections, or liens within the past three (3) years and no open bankruptcy. Should your application be denied due to credit, we will not provide you with the credit report or tell you of its contents. However, we will provide you with the name of the credit reporting agency, so you may receive a copy from that agency. We consider all information collected for the approval or denial of this application to be confidential and for the company's exclusive use.
- Valid current photo ID documentation (driver's license, military or State Identification, passport etc.) is required.
- Rental history reports from previous landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints (e.g., noise, disturbances, illegal activities), no NSF checks, and no damage to rental property or failure to leave the property clean and without damage when you left the property.
- No pets (with the exception service or emotional support animals with proper credentials) of any kind are permitted without the specific written permission of Real Property Management Clarity Team in the lease document (i.e., a pet addendum to lease) and an additional non-refundable pet fee of \$300.00 per pet. Some properties may require higher pet fees or higher rent and/or security deposit amounts. If a higher pet fee or rent and/or security deposit amount is required, you will be notified at the time of the application.
- Some Owner Associations may require a separate application and/or fees. If so, you must also apply separately to the Association. Approval by the Association is a mandatory prerequisite to our approval of your application.
- Security deposits are security for faithful performance by tenants of all terms, covenants, and conditions of the lease agreement and tenants may not dictate that the security deposit be used for any rent due. Unless claimed due to a breach of lease or damages, the security deposit is refundable when the tenants move out of the property at the expiration of the lease term.
- Any exceptions to these criteria will need to be submitted in writing to Real Property Management Clarity Team for consideration. If approval is then given for such exceptions, additional security deposit, co-signers and/or additional "higher" rent may be required.

Other Issues:

- Rents quoted are the rental amounts due if paid on time, (on or before the 1st of each month by 5:00 PM) otherwise, late and/or fees will be assessed.
- Keys will be released on the first (1st) day of occupancy as stated in the lease agreement. Request for keys earlier must be accompanied with additional pro-rated rent and must have Real Property Management Clarity Team prior approval.
- Maintenance and Repair – When you rent a home from our company, we strive to ensure that all items are in good working order. Please report any maintenance or repair request during your first five (5) days of possession.
- Multiple Applications –Real Property Management Clarity Team may receive multiple applications from unrelated individual applicants on the same property at approximately the same time. If such is the case, we will process applications for consideration as they are received complete (with all fees paid). Only one (1) will eventually be approved. If your application is acceptable but not approved for the property for which you are applying, you may consider applying for other available properties that we may have without payment of an additional application fee.

