

RENTAL & PET QUALIFICATIONS ACKNOWLEDGEMENT

****COMPLETED APPLICATIONS ARE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED****

Rental application(s) must be signed and processed on all prospective occupants 18 years of age or older. All prospective occupants will be qualified on the following four (4) criteria: 1) Income/employment 2) Credit 3) Rental History and 4) Criminal History.

- All applicants must be 18 years of age or older
- All occupants 18 years of age or older must **completely** fill out & sign a rental application and meet MBA Real Estate's qualifying criteria. **If incomplete, application will not be processed.**
- Each occupant, 18 years of age or older, agrees to pay a **\$40** non-refundable application fee & submit a complete application package. A complete application package is to include the following:
 - Completed & signed application for EACH person over the age of 18 who will occupy the home
 - Two most recent paystubs (bank statements for direct deposit payroll) for all applicants
 - Current Landlord/Mortgage information including complete phone numbers & dates
 - Two (2) forms of IDs for each applicant (Driver's license, work ID, SS Card, Passport, etc.)
 - Payment of the application fee(s). Send application fee via www.PayPal.com to paypal@mba-re.com (A \$5 non-refundable PayPal processing fee per application must be added to the payment for a total of \$45 per application) – **MUST INCLUDE THE PROPERTY ADDRESS IN THE NOTE SECTION.**
 - Proof of Citizenship

**** APPLICATION(S) WILL NOT BE PROCESSED UNTIL THE APPLICATION FEES ARE RECEIVED ****

NOTE: If additional applicant(s) are added to the Lease Agreement during the term of tenancy, this applicant will undergo the same qualification criteria. If this applicant does not qualify, the maximum security deposit will be required.

INCOME/EMPLOYMENT: Gross monthly income must be two and a half (2 ½) times the amount of the monthly rent. Occupants' income may be combined to meet the requirement. If employment income does not meet the criteria, documentation of other supplemental income must be provided (i.e. savings, stocks/bonds, social security, trust fund income, educational grants, etc.)

- Employment must be current and verifiable – If less than 1 year, maximum security deposit¹ is required.
- Verifiable income equaling two and half (2 ½) times monthly rent – If less the 2 ½ times, a cosigner is required.
- Verifiable income includes as confirmed by employer, trust officer, tax returns, or other satisfactory documentation as required.
- If a fee is required to verify employment with an outside Vendor, applicant(s) agrees to pay applicable fee.

¹ **Maximum Security Deposit is One and a half (1 ½) times the monthly rent amount**

RESIDENCY: Rental history will be verified for each applicant(s).

- Must have a minimum of one (1) year verifiable rental/residence history – If less than 1 year, maximum security deposit¹ is required.
- No more than three (3) NSF's in a 12-month consecutive period.
- No non-compliance issues that resulted in non-renewal or eviction
- Must have “non-family” residential history of 2+ years – if not, a co-signor is required or maximum security deposit may be requested

CREDIT: A credit report will be processed on each applicant(s).

- For any applicant with no credit history, the maximum security deposit¹ is required.
- Bankruptcy discharged over six (6) months old will be considered with the maximum security deposit¹ required.
- Medical, Dental and Student loans will not be taken into account.

CRIMINAL: Applicant(s) must have an acceptable credit history and all applicant(s) must meet our Criminal History Criteria. Applicant(s) that are registered sex offenders will be denied. Applicant(s) must have no felony convictions less than 10 years old that involve violent crimes against persons or property, including but not limited to murder, arson, kidnapping, assault, bomb related offenses, robbery or burglary, terrorism OR that involve the manufacturing or distribution of drugs in any manner. All other felony convictions must be more than 5 years old. Conviction of any drug related offenses involving possession only, or alcohol related offenses where no one was permanently injured or killed, must be at least 2 years old. No Applicant(s) with any outstanding warrants or crime that is awaiting trial will be accepted.

APPLICANT(S) WILL BE DENIED FOR THE FOLLOWING REASONS:

- Prior or pending evictions less than 3 years – a co-signor may be requested
- Monies owed to an apartment community or landlord
- Bankruptcy in the last six (6) months or pending Bankruptcy
- Registered sex offenders will automatically be denied.
- Falsifying information on application(S)

Equal Opportunity Housing: Brokerage does not and will not discriminate against any person based on race, color, religion, sex, handicap, familial status, national origin, or sexual orientation.

PET QUALIFICATIONS & RULES ARE PER THE OWNER'S PREFERENCE

Certain breeds of dogs must be approved by the owner and owner's insurance carrier regardless of age and carry an extra liability policy naming the owner and MBA Real Estate as added insured parties. These breeds include, but are not limited to: Pit Bull, German shepherd, Rottweiler, Doberman, and Chow*.

***THESE CRITERIA DO NOT APPLY TO ANY LEGALLY DOCUMENTED ASSISTIVE/SERVICE ANIMALS**

REQUIRED FEES & TIME FRAMES

WITHIN 24 HOURS OF APPROVAL, A \$600 hold deposit will be collected. Money order/Cashier's check/PayPal made payable to **MBA REAL ESTATE** (this takes the property off the market – a home will only be held off the market for a total of 30 days). **If deposit is made via PayPal, a non-refundable PayPal processing fee of \$30 must be included (totaling \$630) – must include the property address in the Note Section with "Hold Deposit".** **IF APPLICANT FAILS TO SIGN A LEASE AGREEMENT AND/OR TAKE POSSESSION FOR ANY REASON, THE HOLD DEPOSIT SHALL BE FORFEITED AS LIQUIDATED DAMAGES TO THE OWNER – NO EXCEPTIONS! WHEN APPLICANT(S) TAKE POSSESSION, THE HOLD DEPOSIT IS APPLIED TOWARDS TOTAL MOVE-IN COSTS.**

WITHIN THREE (3) BUSINESS DAYS after receiving the Lease Agreement to review, initial & sign, **you are required to send back to MBA Real Estate.** All move-in funds must be received prior to receiving your keys on your move-in date. **ALL MOVE-IN FUNDS MUST BE IN THE FORM OF A CASHIER'S CHECK OR MONEY ORDER. NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED FOR MOVE-IN FUNDS.**

MBA REAL ESTATE'S STANDARD FEES

- Security Deposit: equivalent to one (1) month's rent + \$200 (Refundable) – Due at move-in
- One-Time Administrative Fee: \$200 (Non-Refundable) – Due at move-in
- Pet Cleaning Fee(s): \$250 fee per pet per owner approval (Non-Refundable – No aggressive breeds will be accepted)
- Monthly Tax/Admin Fee: 4% of the monthly rent. The Lease Agreement will break out the actual tax and admin fee (due to differences in individual City tax)

I have read, understand, and accept the above qualifying criteria & policies of MBA Real Estate by which my application(s) will be approved. By signing below, applicant(s) agree to all terms listed above.

Applicant Signature	Date	Applicant Signature	Date
Applicant Signature	Date	Applicant Signature	Date