

Eastern Property Management

RENTAL QUALIFICATIONS

The approval of each applicant will be based on the following criteria:

1. Each applicant must be at least 18 years of age. Each applicant must pay a \$45 nonrefundable application fee.
2. Occupancy Standard is one unrelated person per room or two related people per room.
3. A guarantor may be used if the resident is a full-time student or if their credit history does not meet our qualifications.
4. A full security deposit and a nonrefundable administrative fee of \$150-\$200 (price varies by property) are required to reserve an apartment for future occupancy. Check or money order only. **No cash accepted!**
5. Each applicant must have at least 6 months of consecutive current employment. If an applicant has less than 6 months of current employment, the applicant must have at least 1 year previous employment with the same employer.
6. Salary requirement for rentals is at least 3 times the amount of the market rent on the apartment for which you are applying. Each applicant's income must be verifiable by your current employer or a current pay stub. Self-employed applicants must provide either a current financial statement from a CPA or a tax statement form a previous year.
7. Each applicant must have a positive rental reference. In addition, each applicant must have no more than 2 late payments or 2 returned checks for past or current rental references. Applicants with prior evictions will not be accepted.
8. Each applicant's established credit must be in good standing. You must have at least 75% positive current accounts in the last 6 months, with no unpaid collections and/or judgments. In cases of bankruptcy, court records showing all included accounts may be required. The bankruptcy must be over 1 year old, and applicant must have at least one new account established with a positive rating.
9. Each applicant will be subject to a criminal background check.
10. Pets are permitted in all our communities. **All pets are subject to a "pet interview" with management.** Generally, pets up to 40lbs will be approved; however, pets over 40lbs may be considered. A letter from a certified veterinarian may be requested as proof of weight and breed. Pit Bulls, Dobermans, Chow Chows, Akitas and Rottweilers are not allowed under any circumstances. We will require documentation of current vaccination records as well as your renter's insurance policy whereas the animal is covered. Either a non-refundable pet fee of \$300 will be due at time of move in, or you may pay \$35/mo pet rent for a full twelve months. Also, no exotic pets are permitted (such as iguanas, snakes, ferrets, etc.).
11. Eastern Property Management, LLC. adheres to the Federal Housing Laws and therefore no exceptions to any of our rental qualifications may be made.
12. Eastern Property Management requires renter's insurance for all lease holders. We require a minimum of \$100,000 in personal liability insurance. EPM offers insurance for \$12.50 monthly OR you may choose to go through a separate insurance agency.
13. First month's rent (prorated based on day of move in), proof of utilities, insurance fees or insurance policy, pet fees, appliance rental fees, and any other additional unpaid fees will be required prior to move in. The tenant must be prepared to provide payment and required documents or will be ineligible to move in.
14. If a tenant chooses to move in within the last 5 days of any given month, they will be required to pay the first month' rent (prorated based on day of move in) AND the upcoming full month's rent as rent will be due in less than 5 days.

PLEASE SIGN BELOW IN ACKNOWLEDGEMENT AND UNDERSTANDING OF THE ABOVE RENTAL QUALIFICATIONS.

Signature _____ Date _____

Which Property? _____

Type of Apt up down corner flat

Move-In Date: _____

Special Requests: _____

Leasing Specialist _____

EASTERN PROPERTY MANAGEMENT RENTAL APPLICATION

Full Name _____ **Date of Birth** _____

Present Street Address _____ **Social Security#** _____

City, State, Zip _____ **Phone** _____

Driver's License # & State Issued _____ **Email** _____

Present Landlord _____ **Landlord's Phone** _____

How long here? _____ **Reason for Leaving?** _____ **Current Rent?** _____

Previous Street Address _____ **How long there?** _____

City, State, Zip _____ **Reason for Leaving?** _____

Landlord's Name _____ **Landlord's Phone** _____

Have you ever been party to an eviction? _____

Present Employer _____ **Employer's Phone#** _____

Employer's Street Address _____ **Your Position** _____

City, State, Zip _____ **Length of Employment** _____

Monthly Salary \$ _____ (Please provide pay stubs or verification of salary & income)

Other Income Received Monthly \$ _____ **Sources of Other Income** _____

Automobile Make _____ **Model** _____ **Year** _____ **State/Tag#** _____

Closest Relative/Emergency Contact Name _____ **Relationship** _____

Street Address _____ **Phone** _____

City, State, Zip _____ **Employer Name & Phone** _____

Other Resident Name _____ **Relationship** _____ **Age** _____

Other Resident Name _____ **Relationship** _____ **Age** _____

Other Resident Name _____ **Relationship** _____ **Age** _____

Total Residents (including yourself) _____

Do you have a pet? _____ **What kind of animal?** _____ **Breed** _____ **Weight** _____

All pets are subject to a pet interview. Please provide updated vaccination records for your pet.

I hereby make application for the purpose of leasing an apartment from Eastern Property Management and certify under the penalty of law that the above information is factual and correct. I authorize Eastern Property Management to investigate these statements and obtain further background information as may be necessary at arriving at a leasing decision. This application is made subject to the approval by Eastern Property Management which may, without designating cause, disapprove said application. Such disapproval shall not be considered a reflection upon the applicant. I understand that Eastern Property Management may terminate any rental agreement entered into for any misrepresentation made above.

Signature _____ Date _____