

# Rental Qualification Requirements And Consent Agreement

Thank you for considering renting or lease purchasing from Key Locations Property Management LLC. ***Please review this information and sign at the bottom of the third page before submitting an application and paying the application fee, which is non-refundable.***

## **FAIR HOUSING STATEMENT:**

Key Locations Property Management LLC and the Owner are committed to compliance with all federal, state and local fair housing laws. It is our policy to comply with all laws prohibiting discrimination; including those that prohibit discrimination based on race, color, religion, national origin, sex, familial status or handicap

## **AGENCY DISCLOSURE:**

Key Locations Property Management LLC whose address is 1035 Lake Windward Overlook Alpharetta, GA 30005 has acted as an Agent for the Owner in this transaction and is paid a fee by the Owner. Key Locations Property Management LLC has not acted as an Agent for the Tenant in this transaction.

**The following are rental qualification guidelines for application approval:**

## **IDENTIFICATION:**

All applicants and all persons age 18 years and older that will be occupying the property must present a government issued photo identification and one of the following:

- (1) a United States government issued Social Security number,
- (2) current work visa (I - 94), or
- (3) temporary resident alien card verifying approve entry by the United States government (I - 94W).

All adults (18 and over) are required to be on the application and the lease with the above identification provided. Children, ages 17 and under do not have to provide social security numbers on the application, but we do require the names and birth dates if they are to occupy the premises.

## **INITIAL LEASE TERM**

Initial lease term is a minimum of 12 months. Longer terms may be available upon owner approval.

## **EMPLOYMENT/INCOME:**

All applicants must show proof of combined gross monthly income no less than three (3) times the market monthly rental rate or produce current bank statements reflecting a minimum balance exceeding three (3) times the amount of the entire lease term. Unrelated Roommates will each be required to verify no less than two (2) times the market rental rate or produce current bank statements reflecting a minimum balance exceeding two (2) times the amount of the entire lease term.

- Acceptable income verification includes one of the following:
  - (1) last two paycheck stubs showing year - to - date earnings,
  - (2) employment verification on company letterhead signed by a direct supervisor, or payroll or human resources department representative, or
  - (3) two years of tax returns.
- Self - employed applicants will be required to provide either:
  - (1) the most recent two years of tax returns with an accountant's signature or
  - (2) bank statements for the past twelve (12) months or
  - (3) 1 or more 1099's showing income for contract work.
- Income received from sources other than a salary (such as alimony, child support, disability income, retirement income, etc.) may be subject to verification if used as a part of the Applicant's total income for qualifying purposes.
- If your recent employment is a new job, you can show an original accepted offer letter on letterhead to verify income and we will photocopy it for the application.

**RESIDENCE HISTORY:**

Applicant must show positive rental and/or mortgage history. We look at your last 2 years of residency for positive, verifiable, history. Applicant history must be free of late payments, NSF checks, warrants, complaints, and condition of the property when you left must be acceptable. We also verify that proper notice was given and that you did not leave with a balance due or collection account. If you leased from an apartment community, they usually **require written notice from you** before they will verify your history. If you have recently or currently own a home the mortgage payment history will be on your credit report and we will not have to call the lender.

**CREDIT HISTORY:**

Applicant must show positive credit history. Payment history, the amount of debt and amount of credit available is generally revealed in your credit report. Our credit - reporting agency evaluates credit and rental history against indicators of future rent payment performance. An unsatisfactory finding may result in the requirement of an additional deposit, guarantor, or denial.

**If you know you have less than desirable credit, be prepared...** you may need to pay a deposit in the amount of 2 months' rent or more to offset the risk to the owner.

**LEASE GUARANTORS:**

A lease guarantor and/or additional security deposit may be required upon evaluation of the rental application. All lease guarantors must have a verifiable source of income in an amount no less than five (5) times the property monthly rent amount. If a lease guarantor is needed, they must meet the entire qualifying criteria as presented above. A lease guarantor may be accepted for lack of rental history, lack of credit, or lack of income. The guarantor must pay an application - processing fee, sign the lease agreement with the tenant, and must reside in the United States.

**VALIDITY PERIOD:**

Approved applications remain in good standing for a period of ninety (90) days from the approval date. If a lease is not signed and/or the applicant fails to occupy a property within the viable time period, an application must be re - submitted for verification and approval. A new application fee must be paid.

**OCCUPANCY:**

The maximum number of residents permitted to dwell in any property shall not exceed two (2) occupants per bedroom.

**PETS:**

*The below listed dog breeds or mixture of breeds are not allowed under ANY circumstances:* Initial(s)\_\_\_\_\_ Pit Bull, American Staffordshire Terrier, Staffordshire Bull Terrier, Chow, Doberman Pinscher, Rottweiler, Perro de Presa Canarios, any Wolf - Hybrid, or any mix of these breeds.

**UPON APPROVAL:**

In order to take the property "off the market", after you have been approved you must submit to our office a completed **Rental Reservation Agreement** along with an amount equal to the Security Deposit as your **Rental Reservation Deposit** within 24 hours of your approval. Failure to comply with this requirement will result in your application being closed and the house being released to the next applicant. **The Rental Reservation Deposit IS NOT the Security Deposit.** We will collect the Security Deposit from you at the time of the Lease closing and move in inspection. The entire **Rental Reservation Deposit** will be applied towards all amounts due at time of signing the lease. Certified funds are required for all initial monies, including the Rental Reservation Deposit, Security Deposit, any Pet Deposit, and the First Month's Rent.

**AT TIME OF MOVE IN:**

- **Rent:** First month's rent is required prior to occupation of property. If rent is prorated due to move in date not falling on first of month then prorated first month's rent and 2nd full month's rent are required on or before occupancy date.
- **Pet Deposit:** Pet policy is determined by property owner. Additional non-refundable pet security deposits may be required as well as a pet exhibit attached to the lease. The pet deposit is generally \$350 for the first pet and \$100 per additional pet, but may be flexible with excellent credit and type of pets.

**NON - REFUNDABLE APPLICATION FEE; CONSENT:**

Applicant will pay a non - refundable payment in the amount of **\$40.00** for an application fee for one adult. The application fee is payable by certified funds or Paypal and is **non-refundable**. We cannot accept or process your application until we receive the application fee.

The information provided by me on the Application is complete and correct. Any false information will constitute grounds for rejection of my application. I understand that Key Locations Property Management LLC, will rely upon the information provided in making the decision to accept, conditionally accept, or deny my application. I agree to indemnify and hold harmless Key Locations Property Management LLC, and any parties who provide information to verify this application from all liability, claims, and lawsuits with regard to the information provided, regardless of whether the information provided is negative.

I authorize Key Locations Property Management LLC (Management) and its contractors to obtain my credit report, to verify my income and current and past employment, to contact my current and past landlords to verify my rental history, all done in order to verify the information I have given in the Application. I also authorize Management to report to credit service organizations any information relevant to my unsatisfied obligation after I vacate said property. I hereby authorize Management to share the information on this application and related verification data to anyone Management feels is part of the qualifying process including the owner of the property. I acknowledge that this application is the property of Management. By signing below, I acknowledge that I have read and understand all of the above conditions and restrictions.

\_\_\_\_\_  
ADDRESS OF PROPERTY APPLIED FOR

DESIRED MOVE IN DATE \_\_\_\_\_ LEASE TERM \_\_\_\_\_ MONTHS

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

**Fax the completed form to 404-529-4684 or e - mail as an attachment to [app@keyrentalhomes.com](mailto:app@keyrentalhomes.com).**

**Key Locations Property Management LLC**

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