

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. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin.

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

Real Property Management VA Peninsula is an agent of homeowners. We are representing homeowner's interest in property management service.

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.rpmvapeninsula.com.

Application Processing and Time Frame:

- Processing an application normally takes between two (2) to three (3) days. In some cases, the approval of homeowner associations, condo 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 applicants over the age of 18 must submit a fully completed, dated and signed rental application and application fee.
- No rental property will be held vacant for more than four weeks, unless approved by Real Property Management VA Peninsula.

Cost:

- If you decide to apply to rent one of our properties, there is a \$56.00 per adult application fee that is "non-refundable." Pet application fee is \$28.00 per pet. This application fee must accompany the completed application form provided to you by our company. Incomplete applications or applications submitted without the proper application fee(s) will not be considered and the application fee(s) for incomplete applications will not be refunded.
- Our general leases are currently prepared by an Attorney at Law to comply with Virginia Residential Landlord and Tenant Act. If you are the successful leasing candidate, and need to customize our lease agreements if they are accepted by Real Property Management VA Peninsula, then there is a lease closing cost fee \$65 to cover our cost in preparing such leases and setting up your online Tenant account with Real Property Management VA Peninsula.
- Some Homeowner and Condominium Associations may require a separate application and fees. If this is the case, you must also apply separately to the homeowner or condominium association and remit whatever additional application fee may be required.

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. We would encourage you not to apply if you have bad credit, bad references, have ever been

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evicted in the past, or have a criminal record which indicates a demonstrable risk to resident safety and/ or property. Co-signers may be considered on an individual basis.

- Once you have been notified of your approval, you must place (at a minimum) a holding deposit (by cashier's check or money order) equal to at least one (1) month's rent within 48 hours of your approval notification. Once approved and payment of the holding deposit is paid, your holding deposit becomes part of security deposit. In the event that you fail to enter into the lease agreement or refuse to take possession of the property on or before your applied-for beginning rental date, you shall forfeit these funds as liquidated damages. Due to the high demand for rental homes, we will not hold the property you applied for off the rental market for more than 48 hours unless you provide the required holding deposit. If you do not comply with this requirement, we may rent the home you applied for to someone else, and your application fee is non-refundable.
- All applicants must see the interior of the property before an application can be submitted. The property must be accepted in "AS IS" condition before an application can be accepted, except where there is written agreement for maintenance or repair items. 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, then that agreement will be written into the lease or lease addendum. Verbal representations are non-binding. In the event that the manager shall receive two or more unrelated applications for the same property, the applicant understands that the manager may select the applicant desiring the property in "AS IS" condition over another applicant requesting maintenance or repairs. In all cases, the application fee is non-refundable.
- All initial funds (e.g., first month's rent, security deposit) must be paid by cashier's check or money order payable to "Real Property Management." Payments in subsequent months may be paid by check or as outlined in the lease agreement.

Resident Selection Criteria:

- Applicants must have a combined gross income of at least three (3) times the monthly rent. Incomes must be verified in writing using recent pay stubs. A minimum of two years residential history is required. Rental history must be rated satisfactory or better, with no record of evictions. We reserve the right to require a co-signer and/or a higher security deposit. Co-signers are accepted at the managers discretion only, must meet all requirements, and must reside in the United States.
- Each resident over the age of 18 must submit a separate rental application.
- Self employed applicants may be required to produce two (2) years of signed tax returns or IRS 1099 forms. Non-employed applicants must provide proof of income. Employed applicants must provide one (1) year of signed tax return.
- Credit history and/or Civil Court Records must not contain slow pays, judgments, eviction filings, collections, liens, or bankruptcy within the past three (3) years. 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.

- If you have been convicted of a felony before, this may cause for rejection. Applicant must not have a felony record or any conviction of criminal conduct that indicates a demonstrable risk to resident safety and/ or property.
- Two Valid current photo ID documentation (driver's license, military ID, or State ID) 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.
- Current occupancy standards mandate a maximum of two (2) persons per bedroom, except for infants under four (4) years of age. However, some city and county municipalities and/or homeowner associations prohibit more than two (2) unrelated adults from residing in a single-family dwelling unit. Consequently, Real Property Management also prohibits the rental of a single-family dwelling to more than two (2) unrelated adults.
- No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of Real Property Management in the lease document (i.e., a pet addendum to lease) and an additional annual non-refundable pet administrative fee of \$420.00/ per pet or \$35.00 per pet monthly fee will be collected. Some properties may require higher pet fees or higher rent amounts. If a higher pet fee or rent amount is required, you will be notified at the time of the application.

The following pets will not be accepted under any circumstances: GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, OR ROTWEILLERS.

- Some Homeowner and Condominium Associations may require a separate application. If so, you must also apply separately to the association. Approval by the homeowner or condo 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.
- Non-refundable administrative fee \$155 of each lease year Or \$12.50/month to Real Property Management will be charged for covering the cost of maintaining Tenant's account during the tenancy (such as: Tenant's online portal, accounting/bookkeeping service, e-payment account, tenant's documents keeping, resident club...)
- Any exceptions to these criteria will need to be submitted in writing to Real Property Management 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:

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- Rents quoted are the rental amounts due if paid on time, (on or before the 1st of each month by 5:00 PM) otherwise, the rent is increased by late fee, interest, collection cost, and any other related costs as outlined in the lease agreement.
- 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's prior written approval.
- Maintenance and Repair – When you rent a home through 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 – It is entirely possible that Real Property Management 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 all applications for consideration as to what we (in our sole discretion) deem the best applicant, which may not necessarily be the first application received. In such cases, more than one applicant may be acceptable although only one (1) will eventually be approved. In order to evaluate the various applications, it is necessary for Real Property Management to expend time and cost in credit reports, criminal reports, and other administrative activities. Consequently, it is our policy that the application fee is non-refundable. If your application is acceptable but not the 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.
- Leasing Consultants – Real Property Management provides leasing consultants who will provide you with opportunities to preview our properties; distribute rental information, applications, rental process and application disclosures; and generate contracts to lease our properties. The leasing consultant will also submit your application to Real Property Management for processing. Please understand that the leasing consultant is not authorized to negotiate on behalf of Real Property Management. Verbal representations are non-binding. Once your application is submitted to Real Property Management, the approval/denial and negotiation process (if any) will be handled by the property manager in charge of the property for which you are applying.
- *Rental Process and Application Disclosure* is an integral part of my/our rental application. I/we do hereby acknowledge that I/we understand and agree to the terms of application and rental process as described herein. I/we further acknowledge that I/we have seen and previewed the rental property (both inside and outside) for which we are applying.

Signature of Applicant	Date	Leasing Consultant
Signature of Applicant	Date	

Rental Address: _____