

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, Creed, Age, Marital Status, Physical or Mental Disability, Religion, Sex, Handicap, Familial Status, or National Origin.

A copy of the document "A Summary of Your Rights under the Fair Credit Reporting Act" can be found via link from our website at www.rpmiowa.com. Additionally, should any state or local law offer more protection, we shall adhere to those laws as well.

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, condominium 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.

Cost:

- If you decide to apply to rent one of our properties, there is a \$49.00 per person (over the age of 18) application fee that is "non-refundable" upon Real Property Management running the application. This application fee must accompany the completed application form provided to you by our company.

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 evicted, or have a criminal record. Co-signers may be considered on an individual basis.
- Applicants will be asked to provide the following:
 1. Paystubs covering the last 30 days (or 2-years of tax returns if self-employed) Residents should have a combined gross income of at least three (3) times the monthly rent.
 2. Two months of bank statements
 3. Two years of employment history
 4. Two years of residential history. Rental history must be rated satisfactory or better, with no recent record of evictions. 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.
 5. Valid current photo ID documentation (driver's license, military ID, or State ID) is required.
 6. Photo of pet with Applicant (if applicable)

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.** If you have been convicted of a felony within the past seven (7) years, this is cause for rejection. Applicant must not have a felony record that was adjudicated guilty nor had adjudication withheld for the past seven (7) years, or any conviction of any length of time for any drug-related, sexual-related, murder-related, or arson-related crime.

- Once you have been notified of your approval, you must place (at a minimum) the security deposit (by cashier's check or money order) within 48 hours of your approval notification and make arrangements to sign the lease agreement. 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.
- 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 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 Des Moines Select then that agreement will be written into the lease or lease addendum. Verbal representations are non-binding.

Resident Criteria: Selection Criteria

The following tenant selection criteria is considered:

1. **Credit History:** The Landlord will obtain a copy of your credit report from a Credit Reporting Agency in order to verify your credit history. The Landlord's decision to rent the property to you may be based on the information received from this report. Failure to provide requested information, providing inaccurate information or the information received may influence the Landlord's decision to rent the property to you. If your rental application is denied due to the information contained in your credit report, you will be notified in writing and advised of how to obtain a copy of the report from the appropriate agency or source.
2. **Prior Rental History:** Landlord will verify your prior rental history using the information you have provided on the rental application. Failure to provide requested information, providing inaccurate information or the information received upon contacting prior landlords may influence the Landlord's decision to approve or deny your rental application.
3. **Criminal History:** The Landlord will perform a criminal history investigation in order to verify the information you have provided on the rental application. Landlord's decision to rent the property to you may be influenced by the information contained in this report.
4. **Current Income:** The Landlord will ask for verification of your income provided in the rental application. The rent amount for the property, sufficiency of your income along with your ability to verify the income, may influence the Landlord's decision to rent the property to you.
5. **Failure to Provide Accurate Information:** Failing to provide accurate information in your rental application or should your information be unverifiable will be considered by the Landlord when making the decision to rent the property to you.
6. **Approval Criteria:** The following items may negatively affect your application approval: Incomplete rental history, evictions, insufficient income, convicted sex offender, drug convictions including intent to sell, credit score, domestic violence convictions, previous offenses against landlords and/or bankruptcy.
7. **Contingent Approval Fees – Credit Score Based:** All lease transactions involve risk. To mitigate this risk for both Owner/Agent and Tenant, Real Property Management Des Moines Select is able to offer approvals to Tenants with less than perfect credit as long as they can pay the additional fee associated with their credit scores to offset the risk involved. Credit scores below 659 come with more inherent risk to the Owner/Agent and therefore the following Risk Mitigation Admin Fees are assessed for Applicants with scores of:
 - a. 620-659 – 40% of rent amount
 - b. 600-619 – 60% of rent amount
 - c. 550-599 – 80% of rent amount
 - d. 500-549 – 100% of rent amount
 - e. 300-499 – Declined

When applying with Co-Applicants, the Risk Mitigation Admin Fees will be assessed based on the average credit score of all adults. If an Applicant does not pull a credit score they will be assigned a score of 500 for the purposes of determining their Risk Mitigation Admin Fee.