



**RESIDENTIAL RENTAL APPLICATION**

**RENTING POLICIES & PROCEDURES**

Summit Property Management, Inc. utilizes a consistent thorough screening process of all applicants for tenancy based on a set of objective criteria listed below. Each person who intends to reside in the subject Dwelling Unit must submit a separate Rental Application, regardless of familial/marital status or relationship to any other applicant for tenancy.

There is a **\$40 non-refundable fee per application** and *if required*, a **\$40 fee per Co-signer**.

In order for an Applicant to be considered for tenancy, the Applicant must meet the following minimum requirements.

Dwelling Units are rented to the first approved applicant with the full security deposit paid. A security deposit will not be accepted until the Rental Application is approved. If your application is approved and your move-in date is not immediate, a security deposit will be collected in advance and first month's rent will be due at the time of move in. If you require a reasonable accommodation or modification, please ask for assistance. Incomplete or falsified applications may be rejected without further notice.

**THE SECURITY DEPOSIT AND FIRST MONTHS RENT MUST BE PAID IN TWO SEPARATE PAYMENTS BY CASHIER'S CHECK OR MONEY ORDER. CREDIT CARDS ARE ALSO ACCEPTED ON PAYLEASE (NO ACH) - ACCESS PAYLEASE BY PHONE (866) 729-5327 OR OUR WEBSITE - [WWW.RENTSPM.COM](http://WWW.RENTSPM.COM)**

**RENTAL APPLICATION CHECK LIST:**

**Please initial next to each completed item. Incomplete applications will not be processed.**

- \_\_\_\_\_ Read and complete every page of the application entirely, supply all correct phone #'s, names and addresses requested and sign where noted. Applicant accepts the sole responsibility for providing a complete application and for ensuring responsiveness on the part of applicant's references. SPM consistently processes applications in the order they are received, however, SPM accepts no responsibility for incomplete applications or slow response time by applicant's references which could result in missing the opportunity to secure the desired rental.
- \_\_\_\_\_ Pay the \$40 Non-refundable Application Fee per applicant. (Pay the \$40 Non-refundable Co-signer fee if applicable.)
- \_\_\_\_\_ Include a copy of your most recent months checking and savings bank statements which shows the names on the account, the full account number and the balance.
- \_\_\_\_\_ Include verification of income: i.e. copy of the most recent months' pay stub(s) or Trust Fund, SSI, Financial Aid, etc.; if self-employed: last year's tax returns that includes the adjusted gross income; or if un-employed: proof of liquid assets greater than one year's worth of monthly rent.
- \_\_\_\_\_ Include a legible copy of your valid Driver's License or government issued picture ID.
- \_\_\_\_\_ Include a copy of your valid Vehicle Registration.
- \_\_\_\_\_ Provide *vet records & photo* to prove breed and animal's age(s) if applicable. (*Service animal documentation required if applicable*)
- \_\_\_\_\_ I have physically viewed the interior of this property.

Applicant Name: \_\_\_\_\_ Applicant Signature \_\_\_\_\_



RESIDENTIAL RENTAL APPLICATION

Equal Housing Opportunity

Please complete this application fully.

Incomplete applications will not be processed

\$40 Non-Refundable Application Processing Fee Required.

Date Received:
Time Received:
SPM Initials:
Payment Type:

Date:

The undersigned hereby makes an application to rent the residential unit located at:

PLEASE TELL US ABOUT YOURSELF:

Full Name

Cell Home

Date of Birth Social Security #

Email Address: Fax

Your Driver's License Number State

Vehicle Information: Make / Model Year

Names of Dependents

Dependents Date of Birth

List all Pets & Service Animals with ages & breeds

\*We are unable to allow pets under one year of age or "aggressive dog breeds" for insurance reasons. Call or visit our website for a list of "aggressive" breeds. (Applicant Initial). Email or Attach Photo of each pet.

Other Applicants Names Name

Name Name

PERSONAL REFERENCE OR EMERGENCY CONTACT:

Full Name Relationship

Address Phone

**PLEASE GIVE RESIDENTIAL HISTORY:**

**Current Address** \_\_\_\_\_ Apt# \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Month/Year Moved In \_\_\_\_\_ Month/Year Moved Out \_\_\_\_\_  
Rent: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_  
Reasons for Leaving \_\_\_\_\_  
Owner/Agent \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to Owner/Agent: \_\_\_\_\_

**Previous Address** \_\_\_\_\_ Apt# \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Month/Year Moved In \_\_\_\_\_ Month/Year Moved Out \_\_\_\_\_  
Rent: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_  
Reasons for Leaving \_\_\_\_\_  
Owner/Agent \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to Owner/Agent: \_\_\_\_\_

**Previous Address** \_\_\_\_\_ Apt# \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Month/Year Moved In \_\_\_\_\_ Month/Year Moved Out \_\_\_\_\_  
Rent: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_  
Reasons for Leaving \_\_\_\_\_  
Owner/Agent \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to Owner/Agent: \_\_\_\_\_

**AUTHORIZATION / RELEASE OF INFORMATION**

I agree to permit an investigation of my credit, tenant history, banking and employment for the purposes of renting an apartment with Summit Property Management, Inc.  
Please sign below.

Applicant Name: \_\_\_\_\_ Applicant Signature \_\_\_\_\_

**PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION:**

Please Circle Your Status: Full Time - Part Time (# of hours?) \_\_\_\_\_ - Student - Unemployed

Employer \_\_\_\_\_

Date Hired \_\_\_\_\_ Employed as \_\_\_\_\_

Hourly Wage/Salary \_\_\_\_\_ Supervisor’s Full Name \_\_\_\_\_ Phone \_\_\_\_\_

If employed by above less than 12 months, give name & phone of previous employer or school:  
\_\_\_\_\_

**ADDITIONAL INCOME:**

If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Monthly Amount \$ \_\_\_\_\_ Source \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone \_\_\_\_\_

**PLEASE DESCRIBE YOUR CREDIT/BACKGROUND HISTORY:**

Have you declared bankruptcy in the past five (5) years? Yes / No

Have you ever been evicted or had eviction proceeding brought against you? Yes / No

Have you ever been convicted of or charged with a crime that is violent or sexual in nature, or any felony? Yes / No

If yes to any of the above, please explain \_\_\_\_\_  
\_\_\_\_\_

**RENTERS INSURANCE / TENANT LIABILITY INSURANCE (TLI):**

Tenant agrees to obtain renters’ insurance or TLI for the property being applied for prior to signing the lease. Minimum liability coverage required will be \$100,000 and Summit Property Management must be listed as an “additional interest” on the policy. You will be required to provide proof of renters insurance or TLI when signing the lease. **Initial:** \_\_\_\_\_.

**DISCLOSURE AND AUTHORIZATION**

I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable the first day of each month in advance.

The undersigned Applicant has read and understands this application in its entirety.

The undersigned Applicant declares that the information contained in this Rental Application is true, complete and correct, and understands and agrees that any false statements or representations identified herein may result in rejection, without further notice, of this and any future applications for tenancy or of any leases subsequently signed based on falsified information in housing managed by Summit Property Management, Inc.

The undersigned specifically authorizes and directs any and all persons or entities named by Applicant herein to receive, provide, and exchange with Summit Property Management, Inc. it’s principals, agents and employees, any information pertaining to me, including but not limited to confidential information pertaining to my credit and payment history, the opinions and recommendations of my personal and employment references, my rental history, my criminal history, my driving record, my military background, my civil listings, my educational background, and any professional licenses.

All applications and application materials provided by applicant to SPM shall become property of SPM and will not be returned to applicant. Summit Property Management ensures that all information provided by applicants and co-applicants is strictly confidential and all information provided by applicants is kept secure by SPM.

**\*\*\*It is understood and agreed that upon tendering security deposit, tenant will take occupancy and rent payments will begin on the first day that the unit is made available by landlord to tenant in the terms and conditions of the standard SPM lease. A copy of the SPM lease is always available upon request. Tenant agrees to pay a \$50.00 Tenancy Administration fee (per lease, not per tenant) prior to occupancy. Tenant agrees that the lease must be signed within 3 days of tendering the deposit or a \$25 per day fee will be charged until the lease is signed.**

Full Name (please print)

Signature

Date

**For office use only**

	<u>Qualifying Criteria</u>	<u>Conditionally Qualified</u>	<u>Condition to approve</u>	<u>Not Qualified</u>	<u>Approved / Denied</u>
1.	<b>Complete Application &amp; Fee Paid:</b>			Incomplete or falsified application or application fee not paid in full.	
2.	<b>Credit Score:</b> of at least 650	a. Credit score of 649 – 550 or No Credit b. Credit score below 549	a. Cosigner or Double Deposit b. Cosigner AND Double Deposit	An outstanding balance greater than \$1000.00 or any current delinquency of 90 days or more	
2a.	<b>No Bankruptcy:</b> in the past 5 years	Bankruptcy within past 5 years	Cosigner AND Double Deposit		
3.	<b>Criminal History:</b> No conviction of a violent or sexual crime or any felony.			Conviction of a violent or sexual crime or felony depending on the nature of the offence	
4a.	<b>Home Owner:</b> Mortgage in good standing	a. Less than 60 days delinquent on mortgage	a. Double Deposit		
4b.	<b>Rental History:</b> 2 years good verifiable rental history.	Less than 2 years good verifiable rental history.	Cosigner	Poor Rental History / Prior Landlord would not rent again.	
	<b>Rent Payment History:</b> No payments 5 or more days late.	1 or 2 late payments in 1 year that were 5 or more days late.	Cosigner or Double Deposit	3 or more late payments in 1 year that were 5 or more days late.	
	<b>Lease Violations:</b> No Lease Violations.	One Lease Violation.	Double Deposit	a. More than 1 Violation for Unauthorized Pet or Tenant or for Smoking. b. 3 Violations of any type during one lease term. c. Hostility toward landlord.	
	<b>Monetary Damages:</b> Less than \$500 from security deposit & No unpaid balances to landlords.	Security deposit deductions of \$500 or more (no unpaid balances to landlord)	Cosigner or Double Deposit	Unpaid balance owed to landlord	
	<b>Eviction:</b> No past or current Eviction			Past or current eviction	
5.	<b>Household Income:</b> of at least 3 times the rental amount.	a. Household income less than 3 times rental amount. b. Liquid assets equal or greater than 1 year of rent.	a. Cosigner b. Double Deposit		
6.	<b>Personal Finances:</b> no bounced checks or overdrafts	One bounced check or overdraft	Cosigner or Double Deposit	More than 2 bounced check or overdraft on more than 1 date in a month.	
7.	<b>Supporting Documentation:</b> Provide: a. Most recent checking & savings bank statements with full name.  b. Most recent, full months income, or if self-employed, most recent tax return (or proof of liquid assets per line 5.)  c. Valid vehicle registration. d. Legible copy of government issued ID.	a. No bank account  b. Not employed  c. No car	a. Cosigner  b. Cosigner (excludes those using liquid assets)  c. 2 <sup>nd</sup> form of ID (Costco, student ID, etc)	d. No government issued ID	