

## **Application Checklist: Each item to be reviewed and initialed by applicant**

\_\_\_\_\_ Applications must be completed and signed by any and all occupants over the age of 18. Each person is to complete a separate application.

\_\_\_\_\_ The last page of this application, which is page number 4, must be signed and dated.

\_\_\_\_\_ A clear copy of driver's license, passport or a state-issued identification card must be provided along with application.

\_\_\_\_\_ The two (2) most recent paystubs are required. If self-employed, we require the last 2 year's W-2s. This is to show proof of income.

\_\_\_\_\_ Application fees are \$95 for the first adult over 18 years of age, and \$40 per each additional applicant. Please ensure there is one check total for all applicants associated with this unit. (For example: if a rental has three individual applicants over 18 years old, the application fee will be \$175 and will payable by one check).

\_\_\_\_\_ A security deposit (again, payable by one check that is separate from the application check) must accompany ALL applications in order to remove the property from the market.

\_\_\_\_\_ No partial applications will be accepted. (Example: if thee roommates are moving into a property and two roommates have their paperwork in and the third does not, we will not accept applications until all three are turned in simultaneously). The home will remain on the market listed for rent and the first applicants to turn in all paperwork will get the home. This will also remain true for any GUARANTOR applications that are required for the rental.

\_\_\_\_\_ The qualifications guideline section of the application (next three pages) is to be read and then signed/dated on page three by each prospective applicant.

**APPLICATIONS WILL NOT BE PROCESSED WITHOUT THIS PORTION SIGNED AND DATED.**

\_\_\_\_\_ All applications to be turned in completely filled out, with all supporting documentation, as time is of the essence and any incomplete applications **WILL** cause a delay in the approval process.

## Qualification Guidelines – Page 1 of 2

It is the policy of Sandpiper Realty & Management, LLC to treat all current and prospective tenants in a fair, professional manner, without regard to race, color, religion, sex, national origin, handicap or familial status. Occupancy restrictions shall apply: A maximum of 2 occupants will be allowed in a one bedroom; a maximum of 4 occupants in a two bedroom; a maximum of 6 occupants in a 3 bedroom; and a maximum of 8 occupants in a 4 bedroom. All persons 18 years of age or older must meet the qualification guidelines, and sign the lease. Emancipated minors must show legal proof. A background check will be performed on all applicants, to verify information regarding income and credit, past housing history, and criminal activity. Within three business days, Applicant must submit all requested documentation in order to approve the Lease Application. All Applicants must meet the following criteria before they will be approved for occupancy of any Sandpiper rental property.

### **Identification:**

1. All Applicants signing the lease must provide current state or federally issued photo identifications prior to approval.

### **Income:**

1. Applicants must provide evidence that monthly income will be equal to, or greater than three and one-half (3 ½) times the monthly rent. Length of employment and salary must be verified for the previous two (2) years. Verifiable income from non-employment sources must be verified with cancelled checks, bank statements, and 2 most recent paystubs and must have been received for at least six (6) consecutive months prior to application. Verifiable income may include, but is not limited to: gifts, alimony/child support, welfare, grants/loans, unemployment, and trust accounts.
2. Self-employed applicants must provide a copy of their last two (2) year's tax return, or provide a financial statement from a CPA verifying employment and income.
3. To determine Income, consideration may be given to the total sum of all savings, certificates of deposits, money market balances, or other forms of investments. The sum of these investments will be divided by ten (10) to determine the additional annual income.
4. Full time students that have no or little income may be approved with a parent as a co-signor or guarantor. Parents must meet all credit criteria. First, Last and Security may also be required for all student applications.

### **Credit Criteria:**

1. For applicants with established credit:
  - a.) Activity on at least two (2) installments or revolving accounts must be verified for at least six (6) months prior to application.
  - b.) For any delinquent accounts, an additional security deposit may be required. The security deposit, in this event, will be equal to the posted security deposit plus an amount equivalent to one month's rent.
  - c.) Public records and collection accounts will determine if a higher deposit is required.
2. Applicants with no established credit, that meet the income criteria and the past housing criteria, may be approved by the property manager, and a higher security deposit may be required.
3. There can be no outstanding judgments or repossessions within a three (3) year period prior to application. Credit ratings for medical expenses are exempt from Credit Criteria.
4. There can be no bankruptcies within sixty-one (61) months of the application. If a bankruptcy has been discharged, proof of discharge must be provided, and credit must be re-established to meet conditions set forth in Item #1 of the Credit Criteria, and a higher deposit may be required.

## Qualification Guidelines – Page 2 of 2

5. Defaulted/Deferred student loans with outstanding balances will be approved providing:
  - a.) Other Qualification Guidelines are met.
6. For applicants who do not meet the Credit Criteria set forth in Item #1, above, a co-signer may be required in addition to a higher security deposit amount.

### **Past Housing Records:**

1. Applicants must have a satisfactory two-year rental history or mortgage payment history. History will be verified. For the first-time renter, verification of residency with parents will be acceptable. A higher deposit may also be required.
2. Any evictions within the last seven (7) year period to submitting an Application will be automatic disqualification for residency in a Sandpiper Realty & Management property.
3. Evictions prior to seven (7) years before the date of this Application, which have been satisfied in full, will be considered. A verifiable payment plan or a Paid In Full notification from the party that issued an eviction, may also be accepted, and require a higher security deposit, at the sole discretion of Management/Owner of property.

### **Criminal Background:**

1. Conviction of a felony, or violence against person or property, within seven (7) years prior to submitting an Application will be basis for disqualification.
2. Conviction for any type of sexual offense, at any time, is a basis for disqualification.
3. If an arrest records exists within the last seven (7) years, it is up to the applicant to provide written verification from the proper authorities as the final disposition of innocence, or that the case was dropped; otherwise, the applicant may be disqualified.

### **Pet Qualifications:**

1. All licenses, shots, and paperwork will be required to be furnished prior to an approval for any property. A non-refundable pet fee, or a non-refundable pet deposit, or a refundable pet deposit may be required. This at the sole discretion of Management/Owner of said properties.
2. All pets are required to be spayed/neutered.
3. All applicants that wish to have pets, may be required to obtain renters insurance with a pet rider.
4. Certain breeds may not be permitted.

### **Applicant's Acknowledgement:**

*I have reviewed and understand the guidelines as set forth above, and fully understand that a credit report and a comprehensive background check will be performed as part of this application process. I also understand that these qualification guidelines are those of Sandpiper Realty & Management, LLC and may not reflect those of any community or association that I may be applying for.*

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*Applicant's Signature*

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*Applicant's Printed Name* *Date*

# SANDPIPER REALTY & MANAGEMENT PROPERTY APPLICATION

Applications are to be faxed or scanned and emailed. They may also be handed in in person. Please use a separate application for each person over the age of 18.

<b>Office Use Only</b>			
Property Address:			
# of Occupants:	Move In Date:	Length Of Lease:	
<b>Prospective Tenant(s)</b>			
Name of Primary Applicant:			
Best Contact Number:			
Email Address:			
Date of Birth:			
Social Security Number:			
Driver's License:			
Applicant's Present Address:			
City:	State:	Zip:	
<input type="checkbox"/> Owned	<input type="checkbox"/> Rented	<input type="checkbox"/> Parent's Home	<input type="checkbox"/> Student Housing
How Long?	Monthly Payment?		
Reason for Leaving?			
Name of Current Landlord, If Renting:			
Address of Current Landlord:			
Contact # of Current Landlord:			

## **IF AT CURRENT ADDRESS LESS THAN 2 YEARS, PLEASE LIST PREVIOUS ADDRESS**

Previous Address:			
City:	State:	Zip:	
<input type="checkbox"/> Owned	<input type="checkbox"/> Rented	<input type="checkbox"/> Parent's Home	<input type="checkbox"/> Student housing
How Long?			
Reason for Leaving?			
Name of Landlord:			
Address of Landlord:			
Contact # for Landlord:			

## EMPLOYMENT INFORMATION

**Last 2 Years of Employment. If Self-Employed, Last 2 Year's W-2's are required.**

Primary Applicant's Employer:		
Address:		
Telephone #:		
Monthly Income:	Type of Work:	
How Long?	Supervisor:	
If No Longer There, Reason For Leaving:		
Former Employer:		
Address:		
Telephone #:		
Monthly Income:	Type of Work:	
How Long?	Supervisor:	
Reason for Leaving:		
Applicant's Make of Vehicle:	Model:	Color:
Year:	License Plate:	State:
Commercial Vehicle? YES <input type="checkbox"/> NO <input type="checkbox"/>		

Additional Source of Income:	
Amount:	When Received:

List All Others Who Will Occupy The Home:	
Name of Child:	DOB:
Name of Child:	DOB:
Name of Child:	DOB:
Name of Child:	DOB:

## PET INFORMATION

<b>(Keeping of pets requires a pet deposit and owner/association consent)</b>			
Type:	Breed:	Color:	Weight:
Name:		License #	
Is This a Service Animal? YES <input type="checkbox"/> (If yes, certificate must be provided) NO <input type="checkbox"/>			
Type:	Breed:	Color:	Weight:
Name:		License #	
Is This a Service Animal? YES <input type="checkbox"/> (If yes, certificate must be provided) NO <input type="checkbox"/>			

## ADDITONAL INFORMATION

Have You Previously Been Convicted Of Any Criminal Offense?
YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, Give Details:
Any Litigation? Such As Evictions, Suits, Judgments, Bankruptcies, Foreclosures, Etc.?
YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, Give Details:

Name of Nearest Relative:
Address: City: State: Zip:
Contact #
In Case Of Emergency, Please Notify:
Address: City: State: Zip:
Contact #

**PLEASE READ THE FOLLOWING PAGE CAREFULLY AND SIGN THE APPLICATION**

Correct Information —Applicant represents that all of the above statements and representations are true and complete. Applicant hereby authorizes verification of above information, references and credit records, and applicant releases from all liability or responsibility all persons and corporations requesting or supplying such information. Applicant acknowledges that false, misleading or misrepresented information may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of deposits, and may constitute a criminal offense under the laws of this State. Applicant agrees to the terms of the “Home Reservation Deposit/Application Agreement” below. By signing below, applicant agrees that Sandpiper Realty and/or the Condo Association is able to discuss Credit, Criminal, and Eviction status with the Real Estate Agent and/ or Unit Owner who is requesting rental approval. We respect your privacy and understand your concerns about the security of information related to you and your accounts. When we must share your information, either by law or to perform some operational function for you, we will do so only with the strictest safeguards and only for the stated purposes.

**Home Reservation Deposit/Application Agreement** — Applicant is required to pay the sum of \$\_\_\_\_\_ in consideration for Owner taking the dwelling unit off the market while considering approval of this application. Of this amount, \$\_\_\_\_\_ is a non-refundable Application Fee for processing the application, and \$\_\_\_\_\_ is the Reservation Deposit. If the Applicant wishes to withdraw this Application for Rental, Applicant must notify Sandpiper Realty & Management within 72 hours of the date entered below. If Applicant notifies Sandpiper within this timeframe, the Reservation Deposit will be refunded to the Applicant. If Applicant fails to notify Sandpiper, or fails to enter into the contemplated lease, then the entire sum given with this Application shall be forfeited. If the application is not approved, Reservation Deposit will be refunded. If this application is approved and the lease is entered into and possession of the unit is taken, the Reservation Deposit shall be applied toward the Security Deposit. Keys will be furnished only after contemplated lease and other rental documents have been properly executed by all parties and only after applicable rental fees and security deposits have been paid. This application is preliminary only, and does not obligate Owner or Sandpiper Realty & Management to execute a lease or deliver possession of the proposed premises.

DEPOSIT MUST ACCOMPANY THE APPLICATION. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT DEPOSIT MONEY.

**be separate checks. Thank you.**

\_\_\_\_\_  
**APPLICANT'S SIGNATURE    DATE**

**DOUBLE CHECK TO MAKE SURE APPLICATION IS COMPLETELY FILLED OUT. APPLICATIONS WILL NOT BE ACCEPTED WITH MISSING INFORMATION. AN APPLICATION THAT IS MISSING INFORMATION MAY CAUSE DELAYS RESULTING IN A LONGER APPROVAL PROCESS.**

Application Fee Payable to Sandpiper Realty:

\$\_\_\_\_\_ (non-refundable)

Reservation Deposit Payable to:

\_\_\_\_\_

\$ \_\_\_\_\_

**Deposit and application checks MUST**