

Tenant Selection, Renting Guidelines and Criteria

Thank you for your interest in renting your next home with Softwind Realty, LLC. We offer a variety of different sized homes and understand pets are often considered part of the family, so we absolutely allow them with breed conditions. Our goal is to provide each tenant in our communities a safe, relaxing, clean place to call home. With this in mind, we discourage loud parties, heavy traffic in and out, disruptive behavior, drug activity, intoxication by you or your guests.

We understand applying to rent a home can be costly, so please read below to understand our policies before you apply. Applications will not be processed until every applicant has filled out, e-signed, and paid for their application and all supporting documentation has been uploaded.

Applications fees, even if you are denied tenancy, are **NON-REFUNDABLE** and equal **\$60**. Each applicant 18 years and older who will be living in the home must apply.

Our policy states the first approved applicant gets the home.

At times multiple applications are submitted around the same time. If the first received application is approved, other applicants understand application fees are NON-REFUNDABLE in this and any scenario.

APPLICANT QUALIFICATIONS is based on a thorough criminal and credit background check looking at past performance. To rent a home, the following criteria must be met:

- Complete the application in FULL including all required documentation. Required documentation includes: (THESE DOCUMENTS MUST OCCUPANY THE APPLICATION OR THE APPLICATION IS CONSIDERED INCOMPLETE.)
 1. Drivers Licenses or US Government issued photo id
 2. **2 MONTHS** of consecutive pay stubs if employed. If self employed, the last 2 years Tax Returns and statement of current years income. If beginning a new job, an offer letter from the company is required stating the job, monthly pay, start date and a contact person.
 3. **2 MONTHS** bank statements (checking, savings, 401K, or any account showing money being saved)
 4. Any other statements showing other income or savings such as social security, child support, etc.
- Gross income must equal a minimum of **3x the monthly rent**. Income from a spouse living in the home can be combined to meet this requirement.
- Savings on hand must equal a minimum of **3x the monthly rent**. Applicant may combine accounts like checking and savings to meet this criteria. This is required to ensure the applicant is able to pay all upfront costs of holding fees, security deposit, utility setup, renters insurance, etc.
- A valid social security number for each applicant and anyone living in the home is required.

APPLICANTS WILL BE DENIED for any of the following reasons:

- An incomplete application or required documents not provided.
- Falsification on the application or any item presented as documentation with the application, or any information provided on the phone, email or text which is false.

- Poor verification from previous landlords including but not limited to slow or nonpayment of rent, money owed to previous landlord, property damage, poor or unsanitary housekeeping, violence, drugs or drug activity.
- A history of late payments, unpaid bills, unpaid child support, collections, or bad checks. A credit score of 600 or above is preferred and applications with lower scores may be rejected or require a higher security deposit. If an applicant is just starting out and does not have a credit score, please contact our office.
- Current bankruptcy proceedings.
- Utility debt in the past 36 months.
- Listed on the Sex Offender Registry.
- If applicant has had an eviction.
- History of violent, destructive behavior or being unruly by anyone in the household.
- Identified on the OFAC Watchlist.
- We may consider whether an applicant has been convicted of various criminal activities including but not limited to fraud, theft, possession or distribution of controlled substances, assault, battery or other violent crimes, misdemeanor, sex offenses or other convictions of illegal activity in determining approval or rejection of application.
- A history of intoxication related problems such as DWI, drunkenness, disruptive behavior, or similar charges.
- SSN (social security number) verification is not verified. i.e. other names come back for the SSN provided.
- Applicant has demonstrated their inability to live independently.

OTHER INFORMATION TO KNOW:

- Security Deposit varies based upon credit. The minimum security deposit is one month's rent.
- We will contact past landlords for rental verifications.
- We will contact your employer for proof of employment.
- Resident Pays all Utilities.
- Occupancy limits will follow local, state and federal guidelines.
- Renter's Insurance will be required with a \$300,000 minimum liability and \$20,000 minimum property loss.
- Smoking is not allowed inside the home.
- Pets
 1. All pets must be approved by the Property Owner and/or the Property Manager.
 2. A maximum of 2 pets are allowed.
 3. **Tenant is responsible for all damaged caused by a pet.**
 4. Acceptable pets are dogs, cats, fish (15 gallon or less tank) and small caged mammals. Livestock, farm animals, poisonous, dangerous, or exotic animals are prohibited.
 5. The following dogs are not permitted: Akita, Chow, American Pit Bull Terrier, Pit Bull(Staffordshire Terrier), Bull Mastiff, Doberman, Presa Canario, Rottweiler, Sharpei, and Wolf or Wolf Hybrids and any combination of these breeds and any other breed the Landlord deems to have similar characteristics.
 6. There is a **NON-REFUNDABLE** pet fee of \$300 per pet. **This is not a deposit and will not be refunded.**
 7. In addition to the pet fee, there is a monthly pet rent fee for each pet which is \$20 per month per pet.
 8. We use a pet screening service which charges a fee for each pet. There is an additional charge for this and is paid directly to the pet screening service.

ACCEPTANCE AND MOVE-IN PROCEDURES

- Approved applicants are required to pay a holding fee equal to the full first month's rent and is **NON-REFUNDABLE**. This must be paid within 24 hours of approval. Once this is received, we will take the home off the market and not process any other applications. Payment must be paid on your portal or by a certified bank check or money order.
 1. If the tenant does not take occupancy or cancels the lease, the holding fee is forfeited, and the property will be placed back on the market. This requirement is applicable to ALL approved applicants, even if they have not viewed the home in person.
 2. The Holding Fee will be credited to the tenants first FULL months rent once they have moved into the property.
- A Security Deposit (usually 1 full month of rent, but could be more) will be due before move in. This is separate from the holding fee.
- Any prorated rent for the month of move in, along with pet fees are due no later than one week before tenants move in date.
- The lease start date can be no later than 15 days after the lease is signed.
- A one year lease is required and will be signed electronically.

BY CONTINUING THIS APPLICATION YOU ARE STATING YOU HAVE READ THE PREVIOUS STATEMENTS, YOU UNDERSTAND ALL CONTENT AND AGREE TO ALL.