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For a **COMPLETE** application we require from each person 18 years of age or older:

- A completed, signed application form
- Income verification (pay stubs, etc...)
- A copy of a government issued ID
- Individual Taxpayer Identification Number (ITIN)
- Our application fee of \$25 per application

If you have a pet that will be living in the home, we will also need information on your pet identifying the breed and expected mature weight of the animal.

If multiple applicants will be residing at the property, all applications and fees must be received together and complete in order to be considered.

By Presidential Executive Order 13224, apartment owners are among a broad range of entities that are prohibited from entering into a lease with Specially Designated Nationals and Blocked Persons. (This SDN list may be found at [www.treas.gov/offices/enforcement/ofac/](http://www.treas.gov/offices/enforcement/ofac/).)

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DES Properties LLC. does not discriminate based on: race, color, religion, marital status, national origin, sex, sexual orientation, familial status, disability or source of income. We comply with all federal, state and local laws concerning Fair Housing.

#### **Our Application Process**

If multiple applicants will be residing at the property, all individuals must complete an application. All applications and fees must be received together and complete in order to be considered. The first completed application received will be processed and if approved, all secondary (back-up) applications will be returned along with the unprocessed screening fee(s).

Please review our list of criteria. Applicant must be able to enter a legal and binding contract. Each adult applicant must see inside unit (or delegated agent thereof) prior to application. In the event the property is being leased sight unseen, it is understood no promises, written or verbal have been made and the property is being accepted as-is. Be prepared to wait 48-72 business hours for the information on your application to be verified. The denial of one applicant will result in the denial of the entire application. Any individual who may constitute a direct threat to the health or safety of an individual, the complex, the neighborhood or the property of others will be denied.

**In order to qualify as a co-signer, you must fully meet all areas of the criteria and must have a minimum monthly income of five times the stated rent and live within the State of Maine.**

#### **Applicant Screening Criteria**

- **Rental History:** It is your responsibility to provide us with complete and accurate information necessary to allow us to contact your current and previous landlord. We reserve the right to deny your application if after 48 hours, we are unable to verify your rental history. One year of verifiable rental or mortgage history is required within the last 2 years. An eviction within the last 7 years may result in denial of the application. Rental history demonstrating residency, but not third party rental history may require a higher security deposit, an approved co-signer, or result in denial. Rental history reflecting past due rent or an outstanding balance may result in denial of application. If a landlord gives a negative reference or refuses to give a reference the application may be denied. Two or more 72hr notices / documented complaints within a 12 month period will result in denial of the application.
- **Sufficient income/resources:** All applicants must have a gross income equaling or exceeding three times the monthly rent. Gross income must be verifiable through employer contact, current paystubs, tax records, or current offer letter. Verifiable income from 3<sup>rd</sup> parties not limited to: bank accounts, court ordered spousal support/child support, trust accounts, social security, unemployment, welfare, grants/loans. Self-employed applicants will be required to show proof of income through copies of the last two year's tax returns or 1099's. Self-employed applicants will be verified through the state.

- **Credit Check:** Any accounts 30 or more days past due, unpaid collection(s), unsatisfied judgment(s) or a bankruptcy filing may require either a qualified co-signer, increased security deposit, or result in denial. A discharged bankruptcy followed by past due debt may require an approved co-signer, increased security deposit, or result in denial. An unpaid property / utility debt may result in denial of the application. A paid property / utility debt may result in conditional approval with verification and payment of additional security deposit.

**Criminal Conviction Criteria:** Upon receipt of the rental applications and screening fee, Owner/Agent will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime.

- A conviction, guilty plea or no-contest plea for any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child crimes, extensive property damage or drug related offenses (sale, manufacture, delivery, possession with intent to sell) Class A burglary or class A/felony robbery; or
- A conviction, guilty plea or no-contest plea, where disposition, release or parole have occurred within the last seven years for: any other felony charges; or
- A conviction, guilty plea or no-contest plea, where the date of disposition release or parole have occurred within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related, (sale, manufacture, delivery, possession with intent to sell) property damage or weapons charges; or
- A conviction, guilty plea or no-contest plea, where the date of disposition release or parole have occurred within the last three years for any B or C misdemeanor in the above categories or those involving criminal trespass 1, theft, dishonesty, prostitution

All the above shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in suspension of the application process until charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.

#### **DENIAL POLICY**

If your application is denied and you feel you qualify as a resident under the criteria stated above, you should submit your complaint here [http://portal.hud.gov/hudportal/HUD?src=/topics/housing\\_discrimination](http://portal.hud.gov/hudportal/HUD?src=/topics/housing_discrimination) . Explain the reasons you believe your application should be reevaluated and request a review. Your application will be reviewed and you will be notified of the outcome. If your application was denied due to negative or adverse credit please contact the credit reporting agency listed on the denial letter in order to identify who is reporting unfavorable information and request a correction if the information being reported is incorrect.

#### **DISABLED ACCESSIBILITY STATEMENT**

DES Properties LLC. allows existing premises to be modified at the full and complete expense of the disabled person if the disabled person agrees to restore the premises (per fair housing guidelines) at their own expense to the pre-modified condition. We required:

- The applicant to seek the landlord's written approval before making modifications.
- Reasonable assurances (in writing) that the work will be performed in a workmanlike manner.
- Reasonable details regarding the extent of the work to be done.
- Names of the qualified contractors that will be used.
- Appropriate building permits and the required licenses must be available for inspection by the landlord.
- A deposit for the restoration may be required.

**Many properties are SMOKE FREE.** All properties are subject to pet restrictions on a property by property basis. Pets will be subject to size, age, and breed restrictions as allowed by law. Additional non-refundable pet deposit will be charged with pet approval as allowed by law. Minimum \$300 per dog.

The following dog breeds are not permitted and apply to both purebred and mixed breed dogs:

Pit Bulls & Staffordshire Terriers, Doberman Pinschers, Rottweilers, German Shepherds, Chows, Great Danes, Presa Canarios, Akitas, Alaskan Malamutes, Siberian Huskies, Wolf-hybrids, Charpaes, Mastiffs, St.

**You will be denied rental if you misrepresent any information on your application.** If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.

Bernards, and any dog with a mature weight expecting to exceed 75 lbs. All dogs must be a **minimum** of 1 year in age.

Tenants approved for a property through a placing agency will be supplied with a copy of the current rules and regulations and will be expected to maintain compliance with the terms of the rental agreement and addendums.

**You will be denied rental if you misrepresent any information on your application.** If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.