

AMMRE, INC. APPLICATION PROCESS

Once you have selected the home you want it is necessary to apply to lease the home. Applications can be picked up at the office, faxed to you or downloaded from our website: www.ammre.com.

No one under 18 can apply as a party to a residential leasing agreement. To be considered an application must be completely filled out and have an original signature. Signatures on faxed copies are accepted. Our property managers are available Monday through Friday 9:00 a.m. to 5:00 p.m. and Saturday 10:00 a.m. to 2:00 p.m. to answer questions and assist with the application process. All occupants over the age of 18 will be charged for a credit report and/or background check and must provide a social security number and date of birth on the application. Applicants must occupy the property.

There is a non-refundable application fee of \$40.00 (includes tax) for each applicant and a fee of \$20.00 (includes tax) for each occupant over 18 years of age. The fee is to cover our screening and processing cost. In the event a credit card is used for the application fee or security deposit, a 4% convenience fee will be applied.

The Security Deposit equals one month's rent. The deposit, normally one-half of the Security Deposit amount, is required at the time the application and fee are submitted for a specific property. The Security Deposit is refunded if the application is not approved. The balance of the Security Deposit is due upon move in with certified funds. Most applications can be processed in within five days.

The screening process includes obtaining previous landlord references. If the applicant is a homeowner and does not have a prior landlord, a realtor or property manager reference is usually sufficient. Our property managers can assist applicants in choosing an appropriate reference for their prior living circumstances.

An applicant's income should be at least three times the rental amount. As part of the screening process we verify employment references and salary. For self-employed and non-employment income we verify sources and amounts. Examples of verification of non-employee income are: tax returns, bank and business references, government documents.

The screening process includes running a credit report on individuals and a joint credit report on married couples. If approved, applicants with recent bankruptcies and/or credit problems are required to make advance rent payments

Pets are often negotiable. Ask one of our property managers if pets are negotiable for the home being applied for. Pets are accepted or rejected based on the homeowner's discretion. All applications with a pet must have an appropriate pet reference as to the condition of the property where the pet has previously resided. Prior landlords and/or realtors are examples of appropriate pet references. We do not accept puppies or kittens. Pet rent is 4% of the total rent or a minimum of \$25 for the first pet, each additional pet is \$15.

Once the application is accepted the applicant must execute a residential leasing agreement within five days. If done by fax a photo ID will be required prior to obtaining keys. This can be done in the office, by mail or by fax. A photo ID will be required at lease signing. If the application is accepted, and the applicant does not enter into a residential leasing agreement, the application deposit can be forfeited and the property placed back on the rental market.

If the property applied for is in a Home Owners Association the tenants will be required to abide by all rules and regulations of said HOA.

AMMRE APPLICATION FOR RESIDENCY

Applicant's Name: _____ **Date of Birth:** _____

First Middle Last

Phone Numbers: _____ **Email:** _____

SSN: _____ **D/L Number:** _____ **State:** _____

Present Street Address: _____ **Apt. No. :** _____

City: _____ **State:** _____ **Zip:** _____

From: _____ **To:** _____ **Reference (Landlord):** _____

Landlord Phone Number: _____ **Fax Number:** _____

Reason for Moving: _____

If current residency is less than two years:

Previous Street Address: _____ **Apt. No. :** _____

City: _____ **State:** _____ **Zip:** _____

From: _____ **To:** _____ **Reference (Landlord):** _____

Landlord Phone Number: _____ **Fax Number:** _____

Reason for Moving: _____

EMPLOYMENT

Applicant's Present Employer: _____ **Position:** _____

Business Address: _____ **Phone:** _____

City: _____ **State:** _____ **Zip:** _____

Supervisor: _____ **Employed Since:** _____ **Gross Monthly Salary:** _____

If current employment is less than two years:

Previous Employer: _____ **Position:** _____

Business Address: _____ **Phone:** _____

City: _____ **State:** _____ **Zip:** _____

Supervisor: _____ **Employed Since:** _____ **Gross Monthly Salary:** _____

Additional Income (If Any): _____ **Source:** _____

Have You Ever Been Evicted?: _____ **Broken A Lease?:** _____

Explanation: _____

Have You, Or Any Occupants Ever Been Convicted Of A Felony?: _____

Explanation: _____

Co-Applicant's Name: _____ **Date of Birth:** _____

First Middle Last

Phone Numbers: _____ **Email:** _____

SSN: _____ **D/L Number:** _____ **State:** _____

Present Street Address: _____ **Apt. No. :** _____

City: _____ **State:** _____ **Zip:** _____

From: _____ **To:** _____ **Reference (Landlord):** _____

Landlord Phone Number: _____ **Fax Number:** _____

Reason for Moving: _____

If current residency is less than two years:

Previous Street Address: _____ **Apt. No. :** _____

City: _____ **State:** _____ **Zip:** _____

From: _____ **To:** _____ **Reference (Landlord):** _____

Landlord Phone Number: _____ **Fax Number:** _____

Reason for Moving: _____

EMPLOYMENT

Applicant's Present Employer: _____ **Position:** _____

Business Address: _____ **Phone:** _____

City: _____ **State:** _____ **Zip:** _____

Supervisor: _____ **Employed Since:** _____ **Gross Monthly Salary:** _____

If current employment is less than two years:

Previous Employer: _____ **Position:** _____

Business Address: _____ **Phone:** _____

City: _____ **State:** _____ **Zip:** _____

Supervisor: _____ **Employed Since:** _____ **Gross Monthly Salary:** _____

Additional Income (If Any): _____ **Source:** _____

Have You Ever Been Evicted?: _____ **Broken A Lease?:** _____

Explanation: _____

Have You, Or Any Occupants Ever Been Convicted Of A Felony?: _____

Explanation: _____

List All OTHER Persons To Be Occupying Property (Anyone over the age of 18 must provide a DOB & SS#)

Name: _____ Age: _____ DOB: _____ SS#: _____

Name: _____ Age: _____ DOB: _____ SS#: _____

Name: _____ Age: _____ DOB: _____ SS#: _____

Pet(s) and/or Assistive Animal(s)

Breed: _____ Weight: _____ Age: _____ Color: _____ Name: _____

Breed: _____ Weight: _____ Age: _____ Color: _____ Name: _____

Breed: _____ Weight: _____ Age: _____ Color: _____ Name: _____

Pet Reference: _____ Phone: _____

EMERGENCY CONTACT

Name: _____ Relationship: _____

Address: _____ Phone: _____

APPLICATION DEPOSIT AGREEMENT

Applications that cannot be fully processed within 5 business days may be withdrawn by either applicant or owner. The application fee is non refundable. Applicant has tendered an "application deposit" in the amount stated below in connection with this application for residency. If the application is accepted and the contemplated rental agreement is entered into, the application deposit will be applied to the security deposit. If the application is approved but applicant fails to enter into the contemplated rental agreement, the application deposit will be forfeited and the property will be returned to the rental market. The application deposit will be refunded only if the application is not approved. Keys will be furnished only after the rental agreement is executed and all required deposits and rents have been paid. This application is preliminary only and does not oblige Owner or Owner's Agent to execute a rental agreement or deliver possession of the property applied for. **If application is submitted without an application deposit, the property will not be held and if a subsequent application with an application deposit is submitted, the property may be awarded to that subsequent applicant. Upon acceptance of this application, Residents must sign a rental agreement within five (5) days. Failure to sign the rental agreement within that time period will result in forfeiture of the application deposit and return of the property to the rental market. Should this offer be subject to section 8 approval, the property will not be withdrawn from the rental market until such approval is received.**

Property Address: _____

Lease Start Date: _____ Lease End Date: _____ Utilities Paid By Owner: _____

Monthly Rent: _____

Pet Rent: _____

Application Fee: _____

Occupant Fee: _____

Security Deposit: _____

Application Deposit: _____

Balance Due: _____

Security deposit and/or advanced rent payments are due upon lease signing with certified funds. First month's rent is due on the lease start date with certified funds.

CONTINGENCIES:

Has applicant(s) physically viewed the property listed on page 3-4? YES or NO
The applicant(s) understand that the property condition will be as is.

Please list contingencies below. Contingencies are negotiable items, such as, maintenance repairs, upgrades, and/or amount of rent.

List of Contingencies: _____

The undersigned agrees to the above stated terms and warrants and represents the information on this rental application to be true and correct and further authorizes all persons or parties named to give any information requested by AMMRE, Inc. in connection to this application. The undersigned hereby waives all right of action for any consequence resulting from such information provided to AMMRE. This is only an application, terms may change upon approval.

Applicant's Signature: _____ **Date:** _____

Co-Applicant's Signature: _____ **Date:** _____

Occupant Over 18 Signature: _____ **Date:** _____

Occupant Over 18 Signature: _____ **Date:** _____

Accepted By: _____ **Date:** _____