



PLEASE READ CRITERIA CAREFULLY THERE WILL BE NO EXCEPTIONS

Property Applying for: \_\_\_\_\_

Move In Date: \_\_\_\_\_ Rental Amount.: \_\_\_\_\_

**Rental Process and Application Disclosure**

“We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the Nation. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin.”

**Application Processing and Time Frame:**

- Processing an application normally takes between 2-3 days. In some cases approval of homeowner associations, condo associations, homeowners, or unforeseen circumstances may require some applications to take longer. You will be contacted immediately upon determination of approval or denial.
- **No rental property will be held vacant for more than two (2) weeks, unless approved by Heth Realty, Inc.**

**Cost:**

- **If you decide to apply to rent one of our properties, there is a \$50.00 per adult (18 yrs. of age or older) process fee that is “non-refundable.” This must accompany the completed application form provided to you by our company. Applicant must provide a valid state issued photo identification card or a driver’s license. We reserve the right to require a co-signer. Incomplete applications or applications submitted without the proper processing fees will not be considered and process fees will not be refunded for incomplete applications.**
- Some Homeowner and Condominium Associations may require a separate application and fees and if such is the case, you must also apply separately to such homeowners or condominium associations and remit whatever other application/process fee may be required.
- Our company charges a (\$25.00) twenty-five dollar mortgage verification processing fee, in the event you should require a mortgage verification form to be filled out during or after your lease term.
- In the event you owe Heth Realty, Inc. any NSF fees, late fees, damages, rent, release fees, advertising costs, lock change fees, etc. after distribution of your security deposit, we will forward all balances due to our collection agency. The costs associated with the collection efforts are typically 40% of the total amount due and will be charged against your account as well.

**The Application:**

- Upon receipt of your rental application and process fee, you can expect and hereby authorize that we will (1) check your credit report; (2) check the public records for any past evictions (including dismissed filings); (3) verify your employment/income and income ratio; (4) verify your current and previous landlord references; (5) do a criminal background check. We would encourage you not to apply if you have bad credit; bad references have ever been evicted in the past or have a criminal record. Co-signers may be considered on an individual basis.
- **The property must be accepted in “AS IS” condition before an applicant can be accepted, except where there is written agreement for maintenance or repair items. Any such maintenance or repair request (if any) must be written and included with your application under “Other Items Requested,” in the contract to lease portion of your application. If your maintenance and repair request are acceptable to Heth Realty, Inc., then that agreement will be written in the lease or lease addendum. Verbal representations are non-binding. In the event that the manager shall receive two or more unrelated applications for the same property, the applicant understands the manager may select the applicant desiring the property in “AS IS” condition, over another applicant requesting maintenance or the applicant that would be most desirable to the owner.**
- **All initial funds must be paid by cashiers check or money order payable to “Heth Realty, Inc.”** Subsequent months thereafter may be paid by check.

Applicant’s Initials \_\_\_\_\_

## Resident Selection Criteria:

### General Requirements:

- Every resident at least 18 years old must complete applications in full
- Incomplete, inaccurate or falsified information will be grounds for denial
- If your application comes back approved with conditions, additional funds will be required automatically.

### Income:

- Applicant or Applicants and Spouse combined income must be (3) three times the monthly rental amount.
- Income amounts must be verified in writing, applicant may provide (3) recent pay stubs.
- If applicant is self employed, then the most recent tax returns or statements from a CPA must be provided.

### Supplemental Income:

- All supplemental income must be verified in writing.
- All verifiable bank accounts & investment accounts are assumed to earn 1% per month.
- Co-signers income can not exceed 25% of monthly income

### Rental History:

- Applicant must have (24) or more months verifiable rental/mortgage history during the past three (3) years with a maximum of (2) late pays/NSF during the past (12) months.
- Applicant must have no lease violations requiring legal notice.
- Applicant must not receive a "NO" answer to question "Would you re-rent?"
- If Applicant has rented from a private landlord within the past 12 months, then applicant must provide most recent canceled checks or money order receipts of rental payments made to a private landlord.

### Credit History:

- Applicant must have a satisfactory credit rating of report obtained from major credit bureau with a beacon score of 600 or better.
- Beacon scores from 500 to 575 will require a double security deposit. Beacon scores from 576 to 599 will require a 1 ½ security.
- Beacon scores under 500 will require a co-signer. In addition to above criteria, applicant must meet below criteria or applicant will be denied.

### Criminal History:

- A criminal record report will be run on every applicant
- Applicant must not have a felony record that was adjudicated guilty or had adjudication withheld for the past 7 years, or any conviction of any length of time for any drug related, arson related crime or any violent crimes against person or property.
- No Misdemeanors within the last 3 years except for traffic or minor misdemeanors.
- A conviction, guilty plea or no-contest plea for any felony or any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related, property damage, weapons charges criminal trespass, theft, dishonesty or prostitution will be grounds for denial regardless of time.
- Any criminal record activity that could be deemed harmful or threatening to the health and safety of an individual, sexual related, murder related, the rental property, neighborhood or property of others will be grounds for denial **regardless of time.**
- Pending charges or outstanding warrants for any of the above will result in a suspension of the application until charges are resolved. Properties will not be held off market while awaiting resolution of pending charges.

### Eviction/Broken lease:

Applicant must not have been evicted or moved out without notice from any residence the past 5 years.

### Pet Policy:

Additional fees and deposits are waived for service animals. No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of Heth Realty, Inc. in the lease document, and an addendum to the lease. Some properties may require higher application fees or higher rent amounts. The following pets will not be accepted under any circumstances, GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, ROTWEILLERS, STAFFORDSHIRE TERRIERS, PRESA CANARIOS, AKITAS, WOLF HYBRIDS, AND HUSKIES.

### Security Deposit

Applicant's Initials \_\_\_\_\_

Security deposits are security for faithful performances by tenants of all terms, covenants, and conditions of the lease agreement and tenants may not dictate that the security deposit be used for any rent due. Unless claimed due to a breach of lease or damages, the security deposit is refundable when the tenants move out of the property at the expiration of the lease term.

**Liquid Furniture**

Liquid furniture is acceptable provided that the home is structurally safe for the weight and the applicant provides proof of insurance naming the owner and Heth Realty, Inc. as beneficiary of any claim paid. The applicant will be responsible for 100% of any repairs and or replacements that were caused by liquid furniture malfunctions or abuse.

**No Verbal Agreements**

Any exceptions to our company's criteria will need to be submitted in writing for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, co signers, and/or additional advance rent payments may be required. No verbal agreements will be executed or honored. Any agreements must be in writing and signed by both parties.

**Burden of Proof:**

It is the applicant's sole responsibility to provide all documentation as stated in this criterion, as well as any further required during the application process. Failure to provide requested documentation will result in the application being declined. We need all phone numbers of prior rentals, human resources phone numbers. If your company goes through a company that provides your employment information for a charge, it is up to you, the Applicant, to provide that information to us as Heth Realty, Inc. does not pay for employment verification.

**Other Issues:**

- Keys will be released on the first (1<sup>st</sup>) day of occupancy as stated in the lease agreement. Request for keys earlier must be accompanied with additional pro-rated rent and must have Heth Realty, Inc.'s prior approval..
- **This "Rental Process and Application Disclosure" is hereby made as an integral part of my rental application. I do hereby acknowledge that I understand and agree to the terms of application and rental process as described herein. I further acknowledge that I have seen and previewed the rental property for which we are applying.**
- **The applicant agrees that a move in after the 20<sup>th</sup> of the month will require the prorated rent for that month and the full rent for the next month to be paid prior to gaining possession of the property.**

**CONTRACT TO LEASE:** I do hereby make application for occupancy of the following rental unit.

Property Address: \_\_\_\_\_

Other items requested (if any): \_\_\_\_\_

**ASSOCIATION APPROVAL:** Where applicable, this contract is subject to and contingent upon the prospective tenant(s) being approved by the condominium/homeowners association. The prospective Resident(s) will pay any non-refundable application fee required by the condo association and make application for association approval within three (3) days from the effective date of this contract. Occupancy shall not be permitted prior to association approval. In the event that the prospective Resident(s) are not approved by the association and/or Heth Realty, Inc., this contract will terminate and any rents and/or security deposits paid will be refunded to the prospective Resident(s). Refunds are subject to applicant(s) funds having cleared our bank account. The non-refundable process fees paid to the association and to Heth Realty, Inc. are not refundable under any circumstance.

**AUTHORIZATION:** I affirm that the information contained in this rental application to lease to be true and correct. I agree that Heth Realty, Inc. may terminate any agreement entered into (including the lease) in reliance on any misstatement made in this application. I agree and affirm that Heth Realty, Inc. may question and seek information from all persons and/or firms named by me in this application and contract to lease, and further authorize Heth Realty, Inc. to acquire and to verify all information contained on the application and conduct a full background check including but not limited to credit, bank account, employment, eviction, criminal background checks and authorize property manager to contact any persons or companies listed on the application. Failure to give accurate and correct information, is unlawful and is immediate grounds for the application to be rejected, and/or reason for the lease to be held in default and may result in eviction, with loss of all deposits and any and other penalties as provided by the lease terms, if any. I agree that acceptance of this application is conditional upon a credit check and other verifications that are satisfactory to Heth Realty, Inc. Every applicant is approved with the owners permission and in accordance with the rental process and application disclosure that accompanies this application.

**FAILURE TO PERFORM:** I agree to enter into a lease for the rental unit upon the terms outlined above. I agree that I have toured, previewed and seen the rental unit being applied for and that I am accepting it in "as is" condition, unless otherwise noted above in "Other items requested". If I refuse to enter into the lease (within 48 hours of notification of approval), **and/or** if occupancy is not taken by me (on or before the occupancy date indicated), then Heth Realty, Inc. may rent or lease the property to another party and all deposits and application fees paid herewith shall be forfeited by the prospective Resident(s) and retained by Heth Realty, Inc. as liquidated damages.

**RENTAL PROCESS AND APPLICATION DISCLOSURE:** I do hereby acknowledge that I was provided the handout entitled "Rental Process and Application Disclosure" and that I have fully read, understand, and agree to the terms of application and rental disclosure. I have read and initialed or signed all six (6) pages of this application package and have submitted them with this application for consideration by Heth Realty, Inc. \

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**RENTAL APPLICATION  
HETH REALTY, INC.**

- Application fee is \$50.00 and is non-refundable.
- All deposits must be paid with certified funds and will not be accepted until application has been approved.
- Any false information or blanks not filled in will constitute grounds for rejection of application.
- Property is accepted in its AS IS condition before acceptance of application.
- All pet application fees are non-refundable and are \$250.00 per pet.
- Your credit history, criminal history, and an eviction search will be checked.

**PROPERTY ADDRESS:**

**PERSONAL INFORMATION**

DATE: \_\_\_\_\_ MOVE-IN DATE: \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_  
NAME OF APPLICANT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
SOCIAL SECURITY NO: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
DRIVER'S LIC NO: \_\_\_\_\_ STATE: \_\_\_\_\_  
PRESENT ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ HOW LONG? \_\_\_\_\_  
LANDLORD: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ RENT \_\_\_\_\_  
PRIOR ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ HOW LONG? \_\_\_\_\_  
LANDLORD: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ RENT \_\_\_\_\_  
EMPLOYER: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
HOW LONG? \_\_\_\_\_ POSITION: \_\_\_\_\_ MONTHLY SALARY: \_\_\_\_\_  
OTHER INCOME: \_\_\_\_\_

**VEHICLES**

Make/Model	Year	Color	Tag#	State
_____ / _____	_____	_____	_____	_____
_____ / _____	_____	_____	_____	_____
_____ / _____	_____	_____	_____	_____

**OTHER OCCUPANTS**

Children: \_\_\_\_\_ Age: \_\_\_\_\_  
Children: \_\_\_\_\_ Age: \_\_\_\_\_  
Children: \_\_\_\_\_ Age: \_\_\_\_\_  
Pets: \_\_ See attached Pet Application \_\_ YES: \_\_\_\_\_ NO: \_\_\_\_\_

Applicant's Initials \_\_\_\_\_

OTHER INFORMATION

Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Reason for leaving present residence: \_\_\_\_\_

Have you ever been evicted or an eviction filed against you? \_\_\_\_\_

Filed bankruptcy? \_\_\_\_\_ If yes, when: \_\_\_\_\_ Discharge Date \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Nearest relative name: \_\_\_\_\_ Telephone: \_\_\_\_\_

DISCLOSURE

Radon Gas: Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in this State. Additional information regarding radon and radon testing may be obtained from your County Public Health Unit.

Heth Realty, Inc. are the listing and rental agents represent the Owner in this transaction and the undersigned further certifies that this notice was received prior to entering into any lease agreement.

NO SECURITY DEPOSIT WILL BE TAKEN FROM APPLICANT UNTIL THEIR APPLICATION HAS BEEN APPROVED. The security deposit must be paid with certified funds prior to lease signing. If applicant fails to take possession under the terms of the Rental Agreement, I understand and agree that the entire Security Deposit shall be **FORFEITED** by me and I will be held liable for all rents and damages as set forth in the Lease Agreement.

The undersigned applicant hereby consent to allow Heth Realty, Inc., itself or through its designated agents or employees, to obtain a consumer report and criminal record information on each of us and to obtain and verify each of our credit and employment information for the purpose of determining whether to lease an apartment or house to me. I also agree and understand that owner, its agents, and employees may obtain additional consumer reports on each of us in the future to update or review our account. Upon my request, owner will tell me whether consumer reports were requested and the names and addresses of any consumer-reporting agency that provided such reports.

Tenant will NOT be accepted on "a first-come, first-served basis" and that the terms of Heth Realty, Inc with Owner, Broker shall screen prospective tenants based on the applicant's qualifications and the Owner's needs.

I/We declare the foregoing information is true and correct.

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Date

AGENT: \_\_\_\_\_ APPROVAL/DENIED: PER OWNER/AGENT/MGRPROPERTY

ADDRESS: \_\_\_\_\_ SECURITY DEPOSIT: \_\_\_\_\_

DATE OF LEASE: \_\_\_\_\_ TERM OF LEASE: \_\_\_\_\_ RENT: \_\_\_\_\_ DEPOSIT: \_\_\_\_\_

**PET APPLICATION  
HETH REALTY, INC.**

- Pet Application fee is \$250.00 per pet and is non-refundable (Separate Application for each Pet).

We are not able to accept the following pets: GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, ROTWEILLERS, STAFFORDSHIRE TERRIERS, PRESA CANARIOS, AKITAS, WOLF HYBRIDS, AND HUSKIES.

- All pet application fees must be paid with certified funds.
- Any false information will constitute grounds for rejection of application; this also includes tenant application
- All pet application fees are non-refundable and due a lease signing.
- A pet photo must be attached to the application.
- Tenant must sign a separate pet addendum.
- HETH REALTY, INC. reserves the right to meet the pet in question.

PROPERTY ADDRESS: \_\_\_\_\_

PET INFORMATION

DATE: \_\_\_\_\_ DESIRED MOVE-IN DATE: \_\_\_\_\_

NAME OF PET: \_\_\_\_\_

BREED: \_\_\_\_\_ AGE: \_\_\_\_\_

WEIGHT: \_\_\_\_\_ TEMPERMENT: \_\_\_\_\_ COLOR: \_\_\_\_\_

IN DOOR PET: \_\_\_\_\_ OUT DOOR PET: \_\_\_\_\_

NEUTERED: \_\_\_\_\_ SPAYED: \_\_\_\_\_

DECLAWED: \_\_\_\_\_ HOUSE BROKEN: \_\_\_\_\_

LEASH TRAINED: \_\_\_\_\_ CRATED: \_\_\_\_\_

LENGTH OF TIME OWNED: \_\_\_\_\_ TAGGED: \_\_\_\_\_ LICENSED: \_\_\_\_\_

SHOT RECORDS: \_\_\_\_\_ HEALTH ISSUES: \_\_\_\_\_

VETERINARIAN NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

PET PHOTO

Facial Shot Side Shot

  
  
  
  
  
  
  
  
  
  

<u>AGENT:</u> _____	<u>APPROVAL/DENIED</u>	<u>PER OWNER/AGENT/MGR</u>
<u>PROPERTY ADDRESS:</u> _____	<u>SECURITY DEPOSIT:</u> _____	
<u>DATE OF LEASE:</u> _____	<u>TERM OF LEASE:</u> _____	<u>APPLICATION FEE PAID: \$</u> _____

Applicant's Initials \_\_\_\_\_