



# Meteor Management, LLC

Residential Real Estate Services

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## RENTAL APPLICATION CRITERIA AND PROCEDURES

“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.”

**All applicants must see the interior of the property before an application can be submitted. The property must be accepted in an AS IS condition before an application can be accepted, except where there is a written agreement with Landlord or Realtor®. If so, that agreement will become part of the lease. Verbal representations are non-binding.**

### I. PROCESSING TIME FRAME:

**Processing an application normally takes between 1-3 days.** Due to unforeseen circumstances, some applications may take longer. You will be contacted immediately upon determination of approval or denial. Upon approval you will have 24 hours to complete all lease requirements for the property for which the application is submitted.

### II. TO APPLY, THE FOLLOWING IS REQUIRED:

- A. All applications must be filled out and signed by the Applicant. **Every adult that will be occupying the property must fill out an Application. NO APPLICATION WILL BE PROCESSED THAT IS NOT FULLY COMPLETED AND SIGNED.**
- B. The application fee is **\$35.00**, is **NON-REFUNDABLE**, and **must be by cash or U.S. certified funds.**
- C. Valid current photo documentation (driver's license, military ID, U.S. passport or State ID) is required.
- D. Your credit history will be checked by using the Beacon score (if available) from a credit bureau. If the Beacon score is not available, ratings must be satisfactory without any “nines” (9's). Items such as judgments, collections, and slow payment will be considered. The Beacon score is just one of the criteria used:
  - 830-650 = Acceptable
  - 649-600 = Demands a closer look. We will check other criteria closely.
  - 599-500 = Marginal, must provide compensating factors.
  - 499-368 = Unacceptable.
  - No Credit = Must have acceptable reason and compensating factors.

**RENTAL APPLICATION**  
**CRITERIA AND PROCEDURES, Continued**

- E. If you have been convicted of a felony within the last ten years, that is cause for rejection.
- F. Residency must be verified for a minimum of twelve months. Rental history must be rated satisfactory or better, with no record of evictions.
- G. Income may be verified by pay stubs, bank statements, court decree on child support or alimony. Persons using 1099 income must have twelve months of work history in the same or similar job and must attach two years of federal tax returns. Non-occupant co-signers are not permissible.

**III. PROCEDURES AND POLICIES:**

- A. Sorry, **PETS ARE NOT ALLOWED**, without written authorization from Landlord.
- B. Water-filled furniture is not allowed.
- C. **SMOKING INSIDE OF THE PREMISES IS NOT ALLOWED.** By completing and signing this application, Applicant agrees not to smoke inside of the premises. Any smoke damage, cleaning or stain and smell removal shall be at the expense of the Tenant.
- D. If the application is approved, the Applicant must sign a lease and provide a security deposit in U.S. funds for the premises within twenty-four (24) hours of approval. If an Applicant fails to complete the lease and provide the necessary security deposit within the time limit, **the Applicant will be rejected and the property returned to the open market. If the Applicant has signed the lease and paid the security deposit and decides to terminate the lease prior to occupying the property, the security deposit shall be forfeited as liquidated damages for the Landlord.**
- E. Applications will be processed on a first come-first serve basis. Landlord reserves the right for final approval or denial of Applicant, based on reference confirmations.
- F. All information collected for the approval or denial of this application is considered confidential in nature and for professional use only.
- G. Keys will be released on the first (1st) day of occupancy.
- G. The **Lease Term** is for twelve months. In the case of any pro-rated days, the term is eleven months plus the pro-rated days.

***This Rental Application Criteria and Procedures handout is provided to everyone seeking an application for renting a property. Applicants should not proceed with completing and submitting an application unless they have received and read this document.***

\_\_\_\_\_ **Initials**

# RENTAL APPLICATION

**Date** \_\_\_\_\_ **Property Address** \_\_\_\_\_  
**Rent** \_\_\_\_\_ **Move-in Date** \_\_\_\_\_

Applicant's Full Name \_\_\_\_\_  
Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_  
Mobile Phone ( ) \_\_\_\_\_ Email \_\_\_\_\_  
SSN: \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Driver's Lic. # \_\_\_\_\_ issued in the state of \_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Applicant's Title/Rank \_\_\_\_\_ Salary \_\_\_\_\_ Pay Period \_\_\_\_\_  
Length of employment: \_\_\_\_ years \_\_\_\_ months

Previous Employer: \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Applicant's Title/Rank \_\_\_\_\_ Salary \_\_\_\_\_ Pay Period \_\_\_\_\_  
Length of employment: \_\_\_\_ years \_\_\_\_ months

Current Address \_\_\_\_\_ How long? \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Landlord/Lender \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Monthly Payment \_\_\_\_\_ Account # \_\_\_\_\_

Previous Address \_\_\_\_\_ How long? \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Landlord/Lender \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Monthly Payment \_\_\_\_\_ Account # \_\_\_\_\_

Car tag \_\_\_\_\_ State \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_  
Car tag \_\_\_\_\_ State \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Nearest Living Relative \_\_\_\_\_ Relation \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Reference (Not relative/employer) \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Have you been convicted of a crime in the last ten (10) years? \_\_\_\_ Yes \_\_\_\_ No

I affirm the following will be residents of the Property: (List first and last names of all prospective tenants, including yourself.)

1. \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_
2. \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_
3. \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_
4. \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_
5. \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

## **RENTAL APPLICATION, Continued**

### **PLEASE READ BEFORE SIGNING**

AUTHORIZATION: I hereby authorize the Landlord and/or Realtor® to verify all information contained on this application and conduct a credit check including but not limited to credit, bank account(s) employment, and eviction and rental history, and authorize Landlord and/or Realtor® to contact any persons or companies listed on the application. If approved, I agree to execute a lease within twenty-four (24) hours of notification of approval or this application will be automatically rejected and I will forfeit any monies deposited. The security deposit must be paid at execution of lease, and is required to be in the form of a money order or certified funds. **I understand that if the property is occupied at the time the lease is signed, that I agree to hold the Landlord and/or Realtor® harmless and waive any claim for costs/damages if the occupant fails to move out of the premises as promised by the Tenant.**

\_\_\_\_\_ **Initial of Applicant that they have read the above statement, and received a copy of the Rental Application Criteria and Procedures (pages 1 and 2 of this 4-page document).**

I, the undersigned Applicant, affirm that the information contained in this application is true, accurate, complete, and correct and agree that if this is not so, my application may be denied and/or my lease will be held in default and I may be subject to eviction. I understand due to the Fair Credit Reporting Act, I will not be furnished a copy of my credit report from the Landlord and/or Realtor®, and that this application is the property of the Landlord and/or Realtor® .

**Applicant Name** (please print) \_\_\_\_\_

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

**Date** \_\_\_\_\_