



Questionnaire *Please answer all these questions truthfully.*

How long will you live here? _____

Have you ever willfully or intentionally refused to pay rent due? _____

Your bank's name, city, state: _____

List major credit cards: _____

Is the total move-in amount available now? _____

What would limit your ability to pay rent? _____

Additional Information - Please use this optional space for additional information, comments, or explanations. _____

Include the following for a complete application:

____ Completely filled out & signed **Application** for each resident & occupant 18 & over

____ Completely filled out & signed **Authorization to Release Information** to AJ Assets.

____ Legible copy of Driver's license or government photo ID card

____ Legible copies of last two verifiable pay checks. (Proof of other income)

____ Received **Resident Selection Criteria**

____ Received **Privacy Policy**

____ Received **Pet Policy**

____ Payment for \$35 application fee for each resident or occupant 18 or over to SmartMove.

Applicant Signature: _____ Print: _____ Date _____

Applicant Signature: _____ Print: _____ Date _____

Applicant Signature: _____ Print: _____ Date _____

Applicant Signature: _____ Print: _____ Date _____



Equal Housing

It is our expressed policy that we do not discriminate against anyone because of race, color, religion, sex, handicap, familial status, or national origin.

We do not lease to:

- Applicants that falsify information on their rental application nor Applicants that cannot prove their legal residence status

Occupancy

The maximum allowed occupancy for the property will be based on 2 persons per bedroom with no more than 3 adults (adults defined as 18 years of age or older).

Applications

All prospective tenants 18 years old or older (including spouse if married) must provide a signed and completed application. A background check and rent and employment history will be run on each individual adult applicant. A copy of a government picture ID must accompany each application. A Social Security number is required to apply (for credit verification). An application fee of \$35 paid directly to SmartMove will be required by each applicant to run the background checks.

All information in the rental application(s) regarding employment, criminal, credit, and landlord history must be verified before a decision on the application can be made. A decision on an application may be delayed due to delays in the verification process. This could result in the home being offered to another applicant who submitted their application later but the information was readily verifiable, which concluded in being able to make a decision of approval or disapproval and offer of home prior to another earlier dated rental application.

Information to be verified for each adult applicant 18 years of age or older:

Income*

- Monthly rent shall not exceed 33% of gross monthly income of all applicants and prospective tenants must have a minimum of two years stable, verifiable employment.
- The applicant must be: (a) currently employed full time and must have been employed for at least 18 months out of the 24 months preceding the date of the application(s); or (b) elderly or disabled. Full time employment shall mean at least 30 hours of paid employment per week.
- Employers who refuse to verify Applicant(s) income or length of employment may cause rejection.
- Self employed applicant(s) whose income is necessary to qualify to rent must provide copies of six month's of bank statements and the last two years of complete IRS tax filings to show stable income.
- Other income shall be verified by third party documentation or by documentation submitted by the applicant which in management's sole determination is deemed necessary.



RESIDENT SELECTION CRITERIA

Residence History *

The applicant(s) should have verifiable third party rental history with non-related family/friends for at least 2 years preceding the date of application(s). Applicants may be disapproved if landlord references, credit report, or court records indicate, but not limited to, any of the following:

- Failure to pay rent, damages or other sums when due
- Repeated late payment of rent
- Disturbances, loud noise, fighting, physical violence and/or threats of physical violence against persons and/or property, drug related activity, gang related activity, and/or other conduct, which violates the right of quiet enjoyment by applicant, occupants, household members, guests, visitors or invitees.
- Allowing unauthorized persons to live/stay in the unit in violation of the lease
- Poor housekeeping habits or unauthorized pets
- Lease termination by the landlord; request to move by landlord; eviction actions or proceedings filed on the applicant(s); and/or non-renewal of lease for non-payment of rent, damages or other sums due, substantial or material violation of lease agreement, material non-compliance of the lease agreement, other good cause or for a violation of a lease.
- Damages to the current or previous place of residence, common areas, or other units beyond normal wear and tear
- Lease violations or unwillingness or inability to abide by lease provisions and/or house rules
- Eviction within the last five (5) years from the date of the application

Credit*

A complete investigation of credit history of each applicant will be made and will require a satisfactory rating.

- Cannot have any recent re-possession.

The applicant(s) credit history must show the ability to pay rent on time. The applicant(s) may be disapproved if an applicant(s) credit report, landlord references, or court records show that the applicant or the co-applicant(s), if any, owe outstanding collections, judgments or contain evidence that a debt or sum of money is owed to any of the following:

- Current or prior landlord
- Utility provider
- A provider of telephone, cable, gas, or other service generally provided to a residence.

Criminal

We do not accept applicants that have a criminal record. This includes but is not limited to a conviction of or deferred adjudication for:

- Any felony
- Drug or DUI Arrest
- Crimes against people or property
- Spousal abuse
- Crimes involving the manufacture, sale or distribution of controlled or illegal substances
- Crimes involving solicitation of prostitution or prostitution
- Sex crimes

However, it is the sole discretion of the property owner to qualify or disqualify an applicant that has a minor offense on his/her record.

Pets*

Pets may be accepted or declined at the owners' discretion. See Pet Policy for details. Domestic animals only.



Exceptions

At the property owner's sole discretion the requirements followed by (*) may be waived if the prospective tenant pays a significantly higher security deposit and/or a special situation exists regarding a requirement that is not met. The amount and/or final determination will be made by the owner and will depend on each individual situation.

Procedures for Notifying Applicant(s) of Approval or Disapproval

Applicant(s) shall be disapproved if we are unable to verify income, rental, credit, or criminal history. False, incomplete, or misleading statements or omissions on the application(s) will result in disapproval of the rental applications(s). Falsifying information to obtain property or credit is a Class A misdemeanor.

We will notify you by email or phone listed in your application whether you've been approved within seven (7) days after we have received a completed application. Your application will be considered "disapproved" if we fail to notify you of your approval within seven (7) days after we have received a completed application. **You must not assume approval until you received actual notice of approval.**

The first Applicant who: 1) meets all the requirements above, 2) agrees to the deposit and rental terms within two business days of notification, 3) provides the appropriate deposit, plus applicable pet deposit, plus first month's rent, all paid in cash, money order, or cashier's check within 2 days of agreement, and 4) signs the lease agreement will be accepted as the Renter. Upon move-in, Renter will sign the one blank Inventory and Condition form and have 3 days to complete, sign and return a second Inventory and Condition Form to Lessor. If the second form is not returned within 3 days, the first signed blank form will go into the Renter file. Renter pays for any maintenance and/or damage to the property. Refundable deposit(s) will be refunded at the end of the lease, minus expenses for damaged or missing items. Early termination of the lease may cause loss of deposit(s).



AJ Assets is dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure.

We follow federal and state laws regarding the protection of your personal information.

How information is collected

You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you make application to rent from us. This information will be on the rental application form or other document that you provide to us, either on paper, verbally or electronically. Your permission to use this information is given by you signing an application for rental.

How and when information is used

We may use this information in the process of verifying statements made on your rental application, such as your rental, credit, background and employment histories. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

How the information is protected and who has access

In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this sensitive information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

How the information is disposed of

After we no longer need your Social Security or other governmental identification numbers, we will securely store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

All pets must be approved by management and are permitted only if a Pet Agreement and additional fee has been paid.

- We must meet all pets before approval of pet.
- Pets must be fully grown with no weight restriction.
- Only three pets are allowed per unit.
- All pets must have a current license and immunizations.
- Vicious or aggressive dogs are not permitted.
 - "Pit Bulls", American Staffordshire Terriers or Staffordshire Bull Terriers
 - Any mix of this breed
 - Pet known to be unfriendly
 - Dog that has bitten
- Exotic pets, such as iguanas, ferrets, snakes, monkeys, or pigs are not permitted.

Pet Charges:

Pet Fee	\$400 non-refundable, one-time payment
Pet Rent	First pet: \$20 per month Each additional pet: \$10 per month