



## Screening Application

### SCREENING POLICIES

1. Applicants **MUST** view the interior of the property before submitting their application.
2. Incomplete Applications or those with contingencies will not be processed.
3. An application will be processed when the application is **completely filled out**. **Two separate checks** are required, one for the screening fee(s) and one for the holding fee. The screening fee and holding fee submitted to Royal Crown Real Estate must be in the form of cash, money order or cashier's check.

**IF MORE THAN ONE APPLICATION IS SUBMITTED AT THE SAME TIME:** We will first process the Application that best matches the Owner's requirements. All other applicants will be notified and allowed to withdraw their application and pick up their screening & holding fee. Any one wishing to have their application in second position can ask us to hold it. Your application fees will not be deposited until the first application is denied. We will notify the applicant in second position as to the status before we deposit their screening fee and process their application.

**SCREENING FEES:** All Adults and co-signers over 18 years old who intend to reside on the premises longer than three weeks must complete an application and pay the screening fee. The charges for screening fees are as follows: single applicant or married couple is \$40.00. Please be aware, we will access a credit report and a criminal background report.

**CREDIT REPORT/CRIMINAL BACKGROUND REPORT:** Please be aware your screening fee pays for us to access a credit report and a criminal background report.

**HOLDING FEES:** The holding fee is required at the time the application is submitted. You will not be placed on a waiting list. The holding fee is not deposited until your application is approved unless you've submitted cash. Leaving the holding fee does not in any way guarantee occupancy of said premises until your application has been processed and you are notified that you have been approved.

**INCOME REQUIREMENTS:** At least one adult must make three (3) times the monthly rent as their gross monthly income. Because this is a community property state, the income of married couples is combined. Please provide a copy of your recent earnings statement when you submit your application. Inability to provide income verification will be a reason for denial of tenancy.

**LANDLORD REFERENCE:** We DO NOT accept relatives as landlord references.

**PETS:** A deposit or non-refundable fee is charged even if a pet is kept outside. It is our policy to require pets be neutered or spayed. We will require the tenants sign a Pet Addendum that becomes a part of the Rental/Lease Agreement.

**SMOKING:** If you are applying for a non-smoking property you will be required to sign an addendum agreeing that no smoking will take place in the property at any time.

**WATERBEDS:** Liability insurance is required at the time of move in. You will be required to sign an addendum confirming insurance coverage and proof of policy.

### INFORMATION REQUIRED ON THE APPLICATION

**MOVE IN DATE:** The date applicants intend to occupy the property must be filled in on the application. If the applicant(s) is approved, the move-in date will be the date the rent charges begin.

**YOUR PHONE NUMBER:** Please indicate a phone number where you can be reached while your application is being processed.

**CURRENT AND FORMER ADDRESS:** List the last two addresses at which you paid rent or mortgage payments, excluding those of relatives. If you are staying temporarily somewhere, do not list it as your current address.

**AGENT REFERENCES:** If you do not have landlord references but have sold your home, give the name of the Real Estate Agent who listed and sold your house. If you own a house you are now renting indicate the person managing the property and their phone number. Provide the rent or mortgage payment amount as well as length of residency and circle which applies.

#### **INCOME VERIFICATION:**

**CURRENT EMPLOYMENT:** Please provide a copy of your most recent earnings statement with your application. Please indicate your current employer's name and phone number along with position and length of employment.

**SELF-EMPLOYED:** Please provide a copy of last years Tax Return including the Schedule C form and a current Income Statement or Quarterly Tax Return with your application.

OTHER INCOME: If you are relying on income from other sources, such as Social Security, Welfare, Child Support, etc., please provide documentation to verify this income at time application is submitted.

### **PROCESSING THE APPLICATION**

A leasing agent gives you the information on the property, shows you the property, and assists you in filling out the application. If you have any questions or concerns, please discuss them with the leasing agent before submitting the application. We hope this information is helpful and we thank you for your cooperation.

Once you have completed your application and provided the required funds and documentation, the Leasing Agent submits it to the Property Manager who will screen it and determine whether it is approved or denied. The Property Manager will be the one to notify you of the status.

### **WHEN YOUR APPLICATION IS APPROVED**

**TENANT IS RESPONSIBLE FOR SETTING UP UTILITY SERVICES:** Once your application has been approved and your move-in date is scheduled you are responsible for contacting the utility companies to start service in your name on the date your tenancy begins. If you are responsible for water and sewer utilities you DO NOT have to contact those companies. Those bills stay in the owner's name and they will be sent to you from our office, to be paid directly to the utility companies. Please ask your Property Manager for the names of the Utility Companies you are responsible for contacting if you do not know who they are.

**AT TIME OF MOVE-IN: PERSONAL CHECKS WILL NOT BE ACCEPTED WHEN YOU SIGN THE LEASE AND RECEIVE THE KEY. MOVE-IN FUNDS MUST BE A CASHIER'S CHECK OR MONEY ORDER.** You will be notified, and we will deposit your holding fee in the bank. The money will be credited toward your move-in funds. The Property Manager will schedule a time to meet with you. At that time you will sign the Rental/Lease Agreement, do the move-in inspection, receive the keys, and pay the remaining move-in funds. If the applicant(s), after notification of approval, chooses for any reason whatsoever not to execute a Rental/Lease Agreement with the landlord or landlord's agent, the Rental Deposit converts to a NON-REFUNDABLE Placement Fee.

### **IF YOUR APPLICATION IS DENIED**

We will ask if you want your holding fee mailed to you at your current address or if you want to come in to the office and pick it up. If cash was submitted for a holding fee we will have to issue you a check.

**THIS DISCLOSURE FORM IS FOR YOUR RECORDS**