



WARM SPRINGS REALTY

To Our Prospective Tenants:

Thank you for taking the time to fill out an application. We hope you find a property that meets all of your requirements. It normally takes approximately 48-hours to process applications Monday thru Friday. For your convenience, the following is a brief overview of the general guidelines we use to process an application:

- A completed application in order to tell us about yourself. Each adult wishing to live in one of our properties **must** fill out an application and be approved. Print clearly, all sections must be complete and accurate - incomplete information can delay the process.
- Employment - in order to verify that there is adequate income to make the rental payments, each applicant must be able to prove their gross income of 3 X's the monthly rental amount. This includes self-employment and tip earning applicants. We will require the last three (3) years tax returns.
- Rental history - we verify tenancy for the past 5 years in order to confirm that the prospective tenant has demonstrated a desire to meet lease obligations. We want to verify the amount of the current rent, that the rent was paid in a timely manner, that the property was kept in good condition, that there were no violations, and that all lease obligations were met.
- Credit History - in order to verify that the prospective tenant has demonstrated fiscal responsibility. In general, we look for payments that are made on time, no judgments or bankruptcy records and that certain responsibilities are in range with income. For self employed individuals, financial statements for the prior 3 years are also required.
- Vehicle Information - including make, model, color and year of any vehicle to be kept at the property.
- Valid Photo Identification or Driver's License - so we can assure the property owner that the person applying for the property is indeed the person moving into the property.
- Authorization - for us to verify information given on the application, to order a credit report (\$50 each) and background checks (\$35 each) .

When the property owner accepts your application, we will require a \$150.00 Holding Deposit to hold the property for you for 48 Hours from the date of the approval. This deposit will be applied to the security deposit at move-in. This deposit shall be forfeited if applicant withdraws and or decides not to rent the property for any reason. We require a Security Deposit or Other Deposits together with first month's rent be paid by Cashiers Check, Certified Check, or Money Order.

NO PERSON SHALL BE DENIED THE RIGHT TO RENT ONE OF OUR PROPERTIES BASED ON APPLICANT'S AGE, RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, MARITAL OR FAMILIAL STATUS.