

Application Explanation

PLEASE READ ALL OF THE FOLLOWING BEFORE YOU BEGIN THE APPLICATION

Thank you for your interest in this property. Be certain to upload all required documents. You will be contacted by our leasing office on the status of your application. Applications are generally completed within 2-3 business days. 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 Fill Out a Pet Application (DO THIS FIRST):

Even if you do not have a pet or animal, every prospective resident is required to fill out a pet/animal application. There is an option on the application to select that you don't have any pets or animals, but we must have this application filled out by EVERYONE in order to have your statement on the record regarding whether you do or do not have pets or animals. Please follow this link to the animal application: <https://ecreg.petscreening.com>

PET FEES EXPLAINED:

If you have a pet, you will be required to pay a \$250.00 Pet Administrative Fee per pet upon move-in. This is a one-time fee. In addition to this fee, you will also have monthly pet admin fees per pet. The amount of the pet fee is determined based upon the "Paw Score" that PetScreening.com assigns to your pet. This score is determined using a proprietary formula that takes into account things like pet age, weight, vaccination records, etc. The following are the pet rent amounts:

5 Paws: \$30.00/mo
4 Paws: \$35.00/mo
3 Paws - \$40.00/mo
2 Paws - \$50.00/mo
1 Paw - \$75.00/mo

Caged Animals or Fish Tanks:

If you have a caged animal or a fish tank, you will be required to pay a \$125.00 Pet Administrative Fee per pet upon move-in, per cage or fish tank. This is a one-time fee. In addition to this fee, you will also have monthly pet admin fee of \$10 per cage or tank.

Please note that the following dog breeds are restricted by landlord insurance policies, and you would be required to provide your own pet liability insurance covering the specific dog and naming both our company and the property owner as additional insured on the policy:

Pit Bull Terriers
Staffordshire Terriers
Rottweilers
German Shepherds
Presa Canarios
Chows Chows
Doberman Pinschers
Akitas
Wolf-hybrids
Mastiffs
Cane Corsos
Great Danes
Alaskan Malamutes
Siberian Huskies

WHAT'S REQUIRED TO APPLY TO RENT:

1. All adults (18+ y/o) intending to live in the property must submit an individual application and pay the application fee of \$49. Applications will not be processed until fee is paid. By paying your application fee, either electronically or in person, you are acknowledging and agreeing that application fees are NON-REFUNDABLE. Failure to qualify for the property does not entitle you to a refund of your application fee.
2. Complete the application in full. Include current and past residences within the last 3 years with complete landlord information and contact numbers.
3. Upload the following documents when you apply online:
 - a. Valid government issued photo ID
 - b. 1 months' most recent Pay Stubs/ Proof of Income and Employment (For Employed)
 - c. 1 year of your most recent Income Tax Return OR 3 months' bank statements (For Self-Employed)
 - d. Pet photo with Applicant in image (if applicable)
 - e. Completed PetScreening.com Pet Application Form (if applicable) Please click to access our Pet Screening Service or you can copy and paste this link <https://ecreg.petscreening.com>. Renters Insurance and utility account #'s will need to be provided prior to moving in if your application is approved.

If your employer only uses The Work Number to verify employment and income. There will be an additional fee per applicant that equals what the The Work Number charges us. If your employer doesn't use this company, then no additional fees will be charged.

East Coast Real Estate Group LLC highly encourages all Applicants or their Agents to physically tour the home BEFORE making a deposit on the property. WHAT WOULD CAUSE AN AUTOMATIC DECLINE? An eviction within the last 7 years, bankruptcy or any bankruptcy case that is currently open or dismissed within the last 7 years, unpaid balances due to landlords, an averaged credit score below 600 for all lease holders, insufficient income (less than 3x the rent) and any unsatisfactory references including, but not limited to unqualified occupants, pets and/or vehicles can also be a reason for decline. Also criminal records must contain no convictions for felonies for crimes within the past 7 years involving violence against persons, damage or destruction of property, manufacture or distribution of controlled substances and no sexual offenses ever.

East Coast Real Estate Group LLC will/can decline an applicant who in the course of the process, exhibits behavior that is evasive, abusive, harassing or combative towards anyone or whose behavior gives East Coast Real Estate Group LLC cause to believe that Applicant cannot or will not comply with the proffered rental agreement or follow the expected rules of residency.

WHAT IF THERE ARE MULTIPLE APPLICATIONS ON THE SAME PROPERTY? We will process all applications for consideration as to what we (in our sole discretion) deem the best applicant, which may not necessarily be the first application received. In such cases, more than one applicant may be approvable, however only one will eventually be approved. Because we represent the best interest of the rental property, we will accept the best application, which may not necessarily be the first application received. We follow up with all approved and back-up applicants until a lease is signed and funded.

IF MY CREDIT ISN'T PERFECT, CAN I STILL BE APPROVED? Clients with good credit/income/references will be approved at the security deposit amount published in the listing. Those with less than perfect credit can be approved at up to a double security deposit. Those with less than excellent credit will also have to pay a monthly Credit Contingency Admin Fee per person. We have implemented a scoring model based upon Credit Score that determines your Credit Contingency Fee:

800-850-No Fee

775-799-\$5

750-774-\$10

700-749-\$15

650-699-\$20

600-649-\$30

We use TransUnion for our credit reports and do not accept reusable screening reports.

Media Release: We routinely photograph and video tape the condition of our managed properties before and after each tenancy, as well as market our property and business with video tours, testimonials and etc... Applicant understands and agrees our company can use these videos, photos and client records for any legal purpose, and accepts any risk or consequence from these items being used in the course of business.

We have a no portability clause and that means that we will not accept 3rd party credit background or credit checks. We will only use the reports that we pull.

Your application and potential tenancy with our firm is subject to our Standards for Professional Conduct for Landlords, Residents and Property Managers. By submitting your application (and/or signing any leases) you agree to conduct yourselves to these standards, understanding that failing to do so may result in your application being declined, or lease agreements not renewed. Below are the six standards of conduct expected from you when dealing with our firm:

Standards for Professional Conduct

1. Be inclusive.

We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

2. Be considerate.

We realize moving and dealing with issues around the home can be stressful, and we go out of our way to accommodate reasonable needs and requests. Your decisions might affect whether a landlord keeps a property or sells it, or whether a resident wants to renew or move. You should take those consequences into account when making decisions.

3. Be respectful.

We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration to become personal attacks, yelling or using inappropriate language. An environment where people feel uncomfortable or threatened is not a productive or creative one. Our staff is trained and empowered to discontinue any conversation that is disrespectful, and to document each occurrence. From time to time we choose not to renew our agreements with people who repeatedly cross these boundaries with us.

4. Choose your words carefully.

Always conduct yourself professionally and be kind to others. Remember that we as Property Managers are here to help landlords, residents and vendors and provide quality housing, however when circumstances combine to make it challenging to meet the expectations of a customer. We will communicate that frankly and professionally and appreciate you doing the same.

5. Be truthful.

If you find it challenging to meet the terms of your agreement, tell us exactly why. We might be able to help you, and we pledge to do our best when given the opportunity to help you. When we are unable to help and must enforce a contract with you, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.

6. Make differences into strengths.

We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes, and blaming each other doesn't get us anywhere.

All information in Bold is Required.

Personal Information

First Name

Middle Name

Last Name

Street Address

City

State

Zip

Date of Birth

Email

Mobile Phone

Home Phone

Work Phone

SSN

Annual Income

Active Military

**Drivers License or
Photo ID**

**Most Recent Pay Stub
or Proof of Income**

**2nd Most Recent Pay
Stub or Proof of
Income**

Additional Paystubs

Additional Paystubs

Additional Paystubs

Additional Paystubs

**Occupant Type
(Choose Lease Holder)**



Other Occupants

Occupant 1

First Name

Last Name

Date of Birth

Relationship

Occupant 2

First Name

Last Name

Date of Birth

Relationship

Occupant 3

First Name

Last Name

Date of Birth

Relationship

Occupant 4

First Name

Last Name

Date of Birth

Relationship

Occupant 5

First Name

Last Name

Date of Birth

Relationship

Pets

Pet 1

Do You Have A Pet?

Pet Type

Description

Breed

Color

Name

Age

Size

Image

Pet 2

Do You Have Another

Pet?

Pet Type

Description

Breed

Color

Name

Age

Size

Image

Pet 3

Do You Have A Third

Pet?

Pet Type

Description

Breed

Color

Name

Age

Size

Image

Rental History

Current Residence

Move In

Move Out

Landlord

Landlord Phone

Street Address

City

State

Zip

Rent Amount

Reason for leaving

Previous Residence

Move In

Move Out

Landlord

Landlord Phone

Street Address

City

State

Zip

Rent Amount

Reason for leaving

Previous Residence

Move In

Move Out

Landlord

Landlord Phone

Street Address

City

State

Zip

Rent Amount

Reason for leaving

Previous Residence

Move In

Move Out

Landlord

Landlord Phone

Street Address

City

State

Zip

Rent Amount

Reason for leaving

Employment Information

Current Employment

Date Start

Date End

Employer Name

Position

Supervisor

Phone

Address

Employer Email

Monthly Salary

Previous Employment

Date Start

Date End

Employer Name

Position

Supervisor

Phone

Address

Salary

Other Information

Vehicle Information

Description (Color Etc.)

License Plate #

State

Make

Model

Year

**How Did You Hear
About The Property**

**Have you filed for
bankruptcy within the
last 7 years?**

**Are you currently in a
bankruptcy case or
have one pending?**

**Status of bankruptcy
case**

**When are you looking
to move in?**

Emergency Contact

Name

Emergency Contact #2
Name

Address

Emergency Contact #2
Addresss

Email

Emergency Contact #2
Email

Mobile Phone

Emergency Contact #2
Phone #

By checking this box applicant(s) hereby consent to allow the owner, manager, or his/her/their agent (hereinafter "Landlord") to obtain credit information, criminal history and related information regarding the applicant(s) for the purpose of determining whether or not to enter into a lease with the applicant(s). Applicant(s) understand that Landlord shall have a continuing right to review applicant's credit information, rental application, payment history, occupancy history, criminal background history and related information for account review purposes and for improving application methods.

By checking this box applicant(s) hereby declares that all information provided on this Rental Application is complete, true, and correct to the best of his/her/their knowledge. Applicant(s) hereby authorizes the owner, manager, or his/her/their agent (hereinafter "Landlord") to verify any information at any time contained in this application, including but not limited to, verification of current residency and employment. This application is for preliminary screening use only and does not obligate Landlord to execute a rental agreement or deliver possession of the premises. Applicant(s) further acknowledges that any false or fraudulent information contained herein will void this application and terminate any rental agreement.
