



Rental Application Requirements

THE APPLICATION FEE OF \$60.00 PER ADULT IS NON-REFUNDABLE

Each adult 18 and over must complete a separate online application. It is in your best interest to read and fully understand our rental criteria to ensure that you meet the rental requirements before applying.

NOTE: If you are a group, we will not begin the screening process until all online applications for the group have been submitted.

SUMMARY OF KEY POINTS IN THIS DISCLOSURE

- \$60.00 Application Fee per adult is NON-REFUNDABLE
- Credit scores of less than 650 may not qualify
- There is NO SMOKING of any kind allowed inside the home or garage
- All occupants must be disclosed on the application regardless of age
- All animals must be disclosed on the application
- \$75.00 is charged for lease preparation due upon approval
- \$75.00 is charged per approved animal due upon approval
- Move in must take place within 14 days of approval

Your application can be canceled or delayed, WITHOUT A REFUND, for failing to abide by the rental criteria, guidelines, and terms stated in this disclosure and the application pages.

Residents are required to participate in the Resident Benefit Program as a condition of their lease and it costs \$35 per month. Residents are free to carry any additional coverage or insurance in addition to the Resident Benefit Program. Or obtain a policy from a separate approved insurance provider. Please inquire with the property manager to learn more.

APPLICATION PROCESS AND SCREENING CRITERIA

Stokley Properties is committed to conducting business in accordance with Federal and California Fair Housing laws. Each occupant 18 and over must complete an online application and pay the \$60.00 application fee. Our screening process looks at a combination of factors, including but not limited to:

- Credit History
- Employment Verification and History
- Income Verification
- Rental Verification and History
- Animal Criteria

Identification:

Each applicant is required to provide a copy of a legible government issued photo identification card.

Income & Employment Verification

Income is verified through various documents including pay stubs, bank statements, earnings statements, tax returns, etc. Self-employed applicants are required to submit at least 2 years of tax returns and 3 recent months of business bank statements. Your employment history should reflect at least 6 months with your current employer. Transfers or relocations must have correspondence showing an accepted job offer. Any verification fees required by the employer must be paid by the applicant.

Rental Verification & History

We require verifiable residence history for at least 2 years. Applicants are responsible for providing information including the names, addresses, and phone numbers of landlords with the dates of tenancy for the previous 2 years. Applicants should also notify their previous landlords and advise them that a rental verification will be made. Home ownership will be verified from a current credit report and MLS reports. Any evictions and bankruptcy in your rental history will severely lower your chances of being approved. All extenuating circumstances will be considered and may lead to a maximum security deposit and additional charges.

Credit History

We will obtain a copy of your screening report and FICO score from AppFolio, Inc. and Experian. You cannot provide your own report; we are required to obtain this information ourselves. If the applicant receives governmental subsidy, please advise our property management.

Multiple Applicants in Group

All applicants will be screened and given consideration as an overall group. If applicants with strong credit profiles apply with weaker applicants, we consider the whole group and base our decisions on a combination of factors. One strong credit profile in the group does not automatically guarantee an approval.

Errors & Omissions

Every effort is made to provide you with reliable and accurate information regarding the home you are applying for. However, changes can and do happen to cause inaccurate information to be accidentally presented. We encourage all residents to verify schools, allowable pets, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in our printed and online advertisement does not constitute a written agreement or guarantee of the facts stated.

RESIDENT BENEFIT PROGRAM MONTHLY FEE OF \$35 AND BENEFITS

All residents are required by the owner(s) of their property and their lease to carry property damage liability coverage. To provide the required liability coverage and to keep the cost low, Stokley Properties has included coverage in our Resident Benefit Program. This program fulfills the renter's property damage liability requirement because it is included in the Benefit Program which protects residents and landlords from negligence acts. Residents receive the benefits of the coverage without additional applications, credit checks, or billing. The residents will be billed \$35 monthly for the following coverage and benefits.

The coverage protection is held under Stokley Properties Master Policy and applies to each home under management.

If there are more than 4 adults (18 or over), 2 Benefits Packages will be included for a total of \$70.00 a month due to policy requirements.

Coverage and Benefits:

Liability limits – \$100,000

Personal contents – \$10,000

Medical expenses – \$3,000

Additional living expenses – \$3,000

Deductible – \$500.00

Additional Benefits to the Program:

1) Move-In Inspection Report. Full-Color Pictures and descriptions of the condition of the property for your use are stored on your online tenant portal.

2) Credit Building Benefit. Receive the benefit of positive credit reporting. Your on-time rent payments are reported to Experian Rent Bureau which helps build your credit rating.

3) Online and Phone App Access to your Tenant Portal for Maintenance, Payments, and Paperless Statements. Tenants have an Online Tenant Portal to submit maintenance requests, pay rent online via credit card or e-check, and have access to documents such as lease, color move-in report, statements, and payment receipts.

4) No fees when rent is paid online with e-check through the Tenant Portal or when submitting a paper check.

5) 24/7 Maintenance Hotline with Live Phone Support. Residents can reach a live person after hours for emergency maintenance concerns.

6) One-Time Late Fee Forgiveness Each Year. Each Year you will be granted a one-time waiver of your Late Fee for a late rent payment. A \$100.00 savings.

7) One-Time NSF Fee Forgiveness Each Year. Each Year you will be granted a one-time waiver of your NSF Fee for a returned payment. A \$35.00 savings.

8) Home Buying Expertise. Your Property Manager is a licensed real estate agent and is happy to work with you on your home-buying plans. When you start planning a purchase, please let your manager know. We want to help you, get pre-qualified, and work with you on your move out, and move up.

Free Lockbox Move-In Process. Go directly to your new home to move in. No need to come to our office, making this a touchless process for you.

9) Vetted Vendor Network. A vetted network ensures that vendors who service your residence are screened to high standards for insurance, licensing, and professionalism on the job before they service your home.

Notice: All Residents are required to participate in the Resident Benefit Program as a condition of their lease. Residents are free to carry any additional coverage or insurance in addition to the Resident Benefit Program. Or if they so choose, can obtain a policy from a separate insurance provider approved for use. Please inquire with the property manager to learn more.

INFORMATION ON ANIMALS

Animal policies vary from one homeowner to another. Some owners do not permit animals, while others restrict type and/or size of allowable animals. No more than two animals per household are permitted without specific owner's approval. Most property insurance companies do not allow certain breeds of dogs, either purebred or mixed. Therefore, dogs fully or partially of the following breeds will be rejected: 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, and any combination of these. Residents may be evicted for misrepresenting any of the above types of dog, as well as for being in possession of any poisonous, dangerous, endangered species or otherwise unauthorized animal. Our animal policies are strictly enforced and may be grounds for eviction if violated. Special consideration is given to "Service or Comfort Animals" that assist a resident with needs (proper and current documentation needed for verification). Animals need to be screened through petscreening.com. If there are no pets, you must acknowledge and sign that there are no animals through the same link.

Standard Animal Costs and Deposits

\$75.00 for Animal Administration & Acceptance per approved animal due upon lease signing in addition to any petscreening.com fees.

25% of rent per animal as additional Security Deposit per approved animal due upon lease signing.

COST DISCLOSURE – START OF LEASE

Lease Preparation – \$75.00

Applicants will receive their lease electronically and be required to sign electronically. \$75.00 is charged for lease preparation. This covers the costs associated with preparing the legal documents, acquiring the signatures, and collecting the move-in funds. \$75.00 is also charged upon lease renewal.

Annual Interior Walk-Throughs

Stokley Properties conducts annual walk-throughs of the home you lease. We take pictures of the interior and exterior of the home and we share these pictures with the homeowner. It is understood and accepted by all applicants and residents that this is a standard procedure for all homes we manage.

Late Rent Zero Tolerance

Rent is due on the 1st day of each month. If rent is not received by midnight on the 5th day of the month it is considered late and a fee is charged from \$100.00 and up. We encourage our residents to pay rent via our online payment system for the most secure and traceable method of payment.

Sample Application to be Completed:

APPLICANT'S NAME:

Salutation: ____ Legal First Name: _____

Middle Name: _____

Last name: _____

Applying With (all members of the group over the age of 18):

PERSONAL INFORMATION:

Date of Birth: _____ Age: _____

SSN: _____ Driver's license: _____

Phone Number: _____

E-mail: _____

Current Address: _____

City: _____ State: _____

UNIT Applying For:

Address: _____

City: _____ State: _____

Zip Code: _____ Country: _____

RESIDENTIAL HISTORY:

Current Address: _____

Monthly Rent \$: _____

Resided from ____/____/____ to ____/____/____

Landlord's Name: _____

Landlord Phone Number: _____

Landlord Email Address: _____

Reason for Leaving:

RESIDENTIAL HISTORY: Past Address

Monthly Rent \$: _____

Resided from ____/____/____ to ____/____/____

Landlord's Name: _____

Landlord Phone Number: _____

Landlord Email Address: _____

Reason for Leaving:

FINANCIAL INFORMATION:

Bank Account Name: _____ Account type: _____

Account Number: _____ Balance: \$ _____

Name: _____ **Account type:** _____ **Account Number:** _____
Balance: \$ _____

INCOME:

Employer Name: _____

Employer's Address: _____

City: _____ State: _____ Country: _____ Zip

Code: _____

Employer's Phone Number: _____

Monthly Salary: \$ _____

Position Held: _____

Years worked: _____

Supervisor's Name: _____

Supervisor's Title: _____ Phone Number: _____

ADDITIONAL INCOME:

Source: _____

Monthly income: \$ _____

DEPENDENTS:

First Name: Last Name: Relationship: Date of Birth:

PETS:

PETS NAME: _____ TYPE/BREED: _____ WEIGHT: _____ AGE: _____

PETS NAME: _____ TYPE/BREED: _____ WEIGHT: _____ AGE: _____

GENERAL QUESTIONS:

1) Have you ever been a defendant in an unlawful detainer (eviction) lawsuit or defaulted (failed to perform) any obligation of a rental agreement or lease. YES _NO__

2) Have you ever been convicted of a crime? YES __ NO __

3) Have you ever filed suit against a landlord? YES __ NO __

4) Do you have a water bed, an aquarium or any other water filled furniture? (Please provide photo)
YES __ NO __

- 5) Are you a smoker? (Please elaborate) YES ___ NO ___
- 6) Have you ever been convicted of selling, distributing or manufacturing illegal drugs? YES ___ NO ___
- 7) Are you currently a member of the National Guard or Armed Forces? YES ___ NO ___
- 8) Do you currently have a renter's insurance policy with \$100,000 liability coverage? YES ___ NO ___
- 9) Do you clean and maintain your current residence? YES ___ NO ___
- 10) Do you have a comfort or service animal? (Please provide photo). When we screen your application, you will need to supply documentation from the physician who prescribed the service. YES ___ NO ___
- 11) Do you have a commercial vehicle? (Please provide photo) YES ___ NO ___
- 12) Do you have a boat or RV to be stored at the property? (Provide photo) YES ___ NO ___

Applicant Authorization

- By signing your full name below, you declare that all your statements in this application are true and complete. If you fail to answer any question or give false information, the property manager may reject your application, retain all application fees and deposits as liquidated damages for its time and expense, and terminate your right of occupancy.

- By submitting this application, you are directing and authorizing Stokley Properties, Inc. to verify the information you've provided and obtain additional background information about you through any means, including (i) using a third party consumer reporting agency such as AppFolio, Inc., 50 Castilian Dr. Goleta, CA 93117, 866.648.1536, to prepare a consumer report or an investigative consumer report and/or (ii) verifying information by contacting personal and professional references, employers and other rental housing owners. You further direct and authorize Stokley Properties, Inc. to obtain from any law enforcement agency, present or past employer or supervisor, landlord, finance bureau/office, credit bureau, collection agency, college, university or other institute of learning or certification, private business, military branch or the national personnel records center, personal reference and/or other persons, and authorize the same to give records or information that any such entities may have concerning your status as a registered sex offender (as allowed by law), criminal history (as allowed by law), motor vehicle/driving history, earnings history, credit history, character, general reputation, personal characteristics, mode of living, employment records, record of attendance and earned degrees or certificates, or any other information requested, whether the said records are private or public, and including those which may be deemed to be privileged or confidential in nature. Preparation of all consumer reports and investigative consumer reports will follow federal, state and local laws and regulations. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any consumer report or investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to tenants is an investigation into your prior rental history, education, and employment. You also acknowledge that our Privacy Policy is available to you. I understand that if I want a paper copy of this Applicant Authorization, I may print it out or I may request a copy by contacting Stokley Properties, Inc. I understand that by signing my name below:

- I am authorizing Stokley Properties, Inc. to conduct the background check(s) described above.

- I am consenting to use electronic means to, receive the Applicant Authorization appearing above, and, receive any legal notices electronically.
- I have received and read a copy of the Terms of Agreement shown above. I have also received and read a copy of the Summary of Your Rights Under the Fair Credit Reporting Act. I agree to be billed for the processing of my application. This transaction will be processed and is not contingent on acceptance or denial.

Authorized/Acknowledged by:

X _____
(Sign)

(Date)

X _____
Print Name