

RENTAL CRITERIA

Helix Property Management, LLC does not discriminate against any person based on race, color, religion, sex, creed, ancestry, national origin, familial status, sexual orientation, gender variance, genetic characteristics, age, source of income, immigration status, disability or handicap. The Rental Criteria listed below explains the policies of this company with regard to standards that must be met by each applicant in order to be approved for residency.

AGE:

All applicants must be of legal age. All parties 18 years of age or older are required to complete an application.

IDENTITY VERIFICATION:

All applicants (and co-signers when applicable) are required to show proper identification.

CREDIT HISTORY:

Credit history will be verified by AM Rent Inc., a third party verification service.

Applicants with collections to any management company or apartment communities will be denied. Three fourths of applicant's credit lines should be positive.

- **Accepted:** The applicant will be accepted with the standard fees.
- **Denied:** Application will not be accepted. Applicant will be provided with contact information for the consumer reporting agencies who provided consumer information.
- **Accepted with Conditions:** The applicant may pay an additional last months rent equal to one month's rent or secure a co-signer/guarantor. The co-signer/guarantor will be held liable in case of any default by the applicant / resident.
- **Applicants with no credit history must provide:**
 - Verification of income.
 - **Or,** a co-signer or guarantor who completes and signs an application and Guarantor Agreement. The co-signer/guarantor will be held liable in case of any default by the applicant / resident.

INCOME VERIFICATION:

Applicants must make three times the monthly rental amount. Verification of income is required.

MAXIMUM OCCUPANCY STANDARDS:(UNRELATED ADULTS)

- Studio Two persons
- One bedroom Two persons
- Two bedroom Three persons
- Three bedroom Three persons

APPLICATION COSTS:

- Application Fee – non refundable \$40 / person
- Unit Reservation fee equal to One month's rent
- Last Month's Rent is collected prior to move-in.

AUTOMATIC DENIAL:

Applicants will automatically be denied residency if:

- Convicted of, or currently charged with, a violent felony or a sex offense crime; the manufacturing and / or distribution of an illegal controlled substance in the past seven (7) years.
- There is falsification of any information entered on application forms.



Helix Property Management, LLC

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RENTAL APPLICATION-UNIT RESERVATION RECEIPT \$40.00 Application Fee

Date _____

Applying for: Address _____ Unit # _____ Beginning on: _____

Name _____ **Date of Birth** _____

Present Address: _____ City: _____ State: _____ Zip: _____

Phone: (Home) _____ (Work) _____ (Mobile) _____

Email: _____

Social Security # _____ **Driver's License #** _____ **State** _____

Type of identification: _____ ID #: _____

Other persons who would occupy unit (family or unrelated):

Name	Relationship	Age
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Do you require any special Accommodations? Yes ___ No ___

Do you have a pet? Yes ___ No ___ If yes, describe: _____

Name of closest relative (Notify in emergency): _____ Relationship: _____

Phone: _____ Address: _____ City: _____ State: _____ Zip: _____

Do you presently: Rent ___ Own ___ For how long? _____ Current Landlord: _____

Phone #: _____ Address: _____

Present monthly rent or house payment: \$ _____

Please list two landlords from whom you have rented within the last few years.

1) Complete Rental address: _____

Dates of residence: _____ to _____ Landlord: _____ Phone #: _____

2) Complete Rental address: _____

Dates of residence: _____ to _____ Landlord: _____ Phone #: _____

Background: If you answer "Yes" to any question, please explain below and on the back of form if necessary.

Have you ever:

Been evicted from any leased premises? Yes ___ No ___

Broken a rental agreement? Yes ___ No ___

Filed for Bankruptcy? Yes ___ No ___

Appeared before University Student Conduct Yes ___ No ___

Been charged with a violation in ANY Court, including Municipal Court, other than a traffic violation?

Yes ___ No ___

Been convicted, pleaded guilty or no contest, received a deferred sentence, deferred prosecution, diversion, continued adjudication, continued petition, of any felony or misdemeanor? Yes ___ No ___

Are you registered or under consideration for registration as a sexual offender? Yes ___ No ___

If Yes, where: _____ If Yes, type of offense: _____

Are you currently facing prosecution for any misdemeanor or felony? Yes ___ No ___

Occupational Information:

Occupation: _____

Employer: _____ How long? _____

Employer's address: _____ Employer's phone: _____

Approximate Monthly Income: _____ Other sources of Income: _____

DISCLAIMER RELEASE:

I agree that Helix Property Management, LLC and AM Rent, Inc. may release any and all rental history information about me regarding my leasing of said property applied for herein. I declare that the foregoing is true and correct and authorize its verification and the obtaining of a credit report as well as a civil and criminal history report. This releases the aforesaid parties from any liability and responsibility for collecting the aforesaid information. **Helix Property Management, LLC does not have a duty to verify, and does not represent or promise that they will verify, the accuracy or the answers provided in the Application of any applicant. Furthermore, Helix Property Management, LLC has no duty, and expressly disclaims any obligation, to perform a criminal background check on each applicant. Helix Property Management, LLC does not represent or guarantee that all residents have no prior criminal record or background. Helix Property Management, LLC's approval or denial of this Application is based on information provided by independent third parties. Helix Property Management, LLC makes no representation as to the accuracy of the information that Helix Property Management, LLC obtains from third parties in approving or denying this Application. Helix Property Management, LLC hereby disclaims any liability for the accuracy of such information that Helix Property Management, LLC obtains pursuant to Applicant's consent.**

I understand that with this application I am paying \$40.00 as a rental application fee, which shall be non-refundable.

I have been informed and I understand there is an occupancy limit for this apartment of ___ unrelated individuals and I agree to adhere to this policy.

Date: _____ Applicant Signature: _____

RECEIPT FOR UNIT RESERVATION FEE

Unit Reservation Fee \$ _____ Check ___ Other _____

Receipt of unit reservation fee is hereby acknowledged to secure the tenancy of the premises. This fee is received subject to Helix Property Management, LLC's approval and acceptance of this rental application submitted by Applicant. If the application is approved by Helix Property Management, LLC, Applicant shall then promptly sign a lease for the premises containing the above terms and in the form customarily used by Helix Property Management, LLC. At this time the above fee will be applied first against the security deposit and then against rent due under said lease. In consideration of Helix Property Management, LLC's promise to hold the above premises available for the use of Applicant, in the event the application is approved, Applicant agrees to execute the lease for the premises described above. If Applicant does not execute said lease after approval by Helix Property Management, LLC, or elects not to occupy said premises, then all sums paid hereunder will be forfeited to Helix Property Management, LLC. Applicant may be liable for loss of rent until premises is re-rented. Applicant acknowledges that he/she has completed this rental application and that the information supplied herein is true and correct. This rental application becomes a part of the lease. Applicant representations made in the rental application shall be considered inducements to Helix Property Management, LLC to execute the agreement. Misrepresentations in the application shall be considered as cause to terminate the lease.

Date: _____ Applicant Signature: _____