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### **Notice of Tenant Application Process & Screening Criteria**

**Velocity Realty** is committed to equal housing and fully complies with the Federal Fair Housing Act. We do not discriminate against persons because of Race, Religion, Sex, Handicap, Familial Status, National Origin or Age. We comply with all state and local fair housing laws. Applicant approval will be based on information compiled from Income Verification, Rental History, Credit History and Criminal Background Checks. All applicants are judged on the same standards.

**Income Verification:** Income should be a minimum of three times the rent and verified from employers, payroll records, tax records, tax records and/or bank statements. Self-employed income may be verified from acceptable financial statements on a case by case basis. Employment History should reflect at least six months with the current employer. Transfers and/or relocations must be substantiated in writing by official correspondence or orders.

**Rental History:** Rental History will be verified from unbiased sources. Home ownership will be verified from current credit report. Base housing will be accepted as rental history.

**Credit History:** Reports from one or more credit reporting agencies will be used to determine creditworthiness. If you have credit problems, your application may possibly be approved with payment of additional security deposit.

**Criminal Background Check:** We will not rent to persons with a felony conviction, a history of drug use or to anyone required to register as a sexual offender.

**Pet Criteria:** Policies on pets vary from home to home: Some owners do not permit pets while others may restrict the type and/or size of pets. No more than two pets per household are permitted without specific owner approval. No aggressive breeds are allowed. A \$300 Pet Deposit per pet is required with a signed Pet Agreement. Pet policies are strictly enforced; any breach will be grounds for immediate termination of your lease. Tenants will be evicted for misrepresenting their dog or for the possession of poisonous, dangerous, or illegal pets, or endangered species.

All requests for applications will be honored and reviewed. **Each applicant must provide a copy of a current photo identification issued by the state or federal government with their completed application.** An application must be completed by each resident age 18 or older and qualify individually. A non-refundable \$45 Application Fee in the form of Money Order or Cashier's Check is required for each applicant. Separate Money Orders or Cashier's Checks are required for Security and Pet Deposits as well as for the first month's rent. WE DO NOT ACCEPT CASH. **Please make checks payable to: Velocity Realty, LLC.**

We will not cease marketing a property unless an applicant provides the Security Deposit in certified funds when submitting their application and executes a lease within 24 hours. Your application may be denied for a number of reasons, including if you failed to give proper notice when vacating, if previous landlord(s) are unwilling to rent to you again due to the behavior of yourself, your pets, or others allowed on the property during tenancy, if you had three or more late payments within a 12 month period, if you have an unpaid collection filed against you by a Property Management Company, if an eviction has occurred, if you have received a current 72 hour notice to vacate, if you allowed a person not on the lease to reside on the premises.

Acknowledged by \_\_\_\_\_ Printed Name \_\_\_\_\_  
Date \_\_\_\_\_.