

***All applicants will be charged a non-refundable application fee by Rentvine per adult (18 or older) We do not pre-screen Applications.**

WHEN THE ONLINE APPLICATION IS COMPLETED, WE WILL PROCESS YOUR APPLICATION – fee is paid online through Rentvine to TransUnion. This application, background information, credit scores, rental history, criminal history, and employment verification will be viewed by Harcourts Property Management Authorized Employees, and possibly the Property Owner.

Screening Criteria in Applying for a Home: Before you apply for a home, read the following information concerning the approval process. If you have questions contact our office at (949) 374-0266 during normal business hours Monday to Friday 9 AM to 5 PM Pacific Standard Time. Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements below. We encourage you to apply if you meet the below criteria:

Application Process & Screening Criteria: Harcourts Property Management is committed to equal housing and we **fully** comply with the Federal Fair Housing Act (FFHA). It is unlawful and a violation of company policy to discriminate against any person based on race, color, religion, sex, national origin, handicap, or familial status. All Harcourts Property Management employees are trained to provide fair and equal treatment for all people, whether or not they are included in a protected class. We offer application forms to everyone who requests one. Each occupant over the age of 18 must complete an application and pay the application fee online directly to Rentvine. Approval is based on SEVEN factors: • Credit History • Employment Verification and History • Income Verification • Rental Verification and History • Criminal Background Check • Terrorist Database Search • Pet Criteria

Income Verification: Income should be at least two (2) times the monthly rent and verifiable from an unbiased source: employer through pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with a CPA-prepared financial statement or tax returns. 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 applicant.

Employment: We require verifiable employment history for at least the past three (3) years. You must be a permanent employee (not temporary or probationary). If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), bank statements, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES. If you are active-duty military, you must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12 month lease.

Residence History: We require verifiable residence history for at least three (3) years whether you currently own or rent. Applicants are responsible for providing information including the names, addresses and phone numbers, of Landlords with the dates of tenancy for the previous 3-5 years. Rental history must be verified from unbiased sources. Home ownership will be verified from a current credit report. We can accept base housing as rental history. Any evictions within the previous 5 years will be automatic grounds for denial. Broken leases will be considered on a case-by-case basis and an additional security deposit may be required.

Credit History: We will obtain a copy of your credit report. You cannot provide this to us, we will obtain this ourselves. Credit history should show that the resident has paid bills on time and does not have a history of debt “write-offs” or accounts that have gone into collection. Money owed to a previous landlord or utility company is cause for denial. Residency may also be denied due to poor credit history. Provide an email address for each applicant to complete the credit/criminal check via Rentvine.

Minimum combined credit score of 690 FICO score required

- Combined Credit FICO score of 690 – 720 requires 2 months security deposit
- Combined Credit FICO of 721 and above requires 1 months security deposit

Calculating for the Combined Credit Score of Multiple Applicants: Add the two FICO credit scores together for both (or more) applicants and divide by the number of applicants in the home to arrive at the determining number for the approval process.

Example: (1) Applicant ONE has a score of 600 (2) Applicant TWO has a score of 620
Gross Score =1,220. Divide by Two = (1,220/2) = 610 Combined FICO score

Criminal and Sex Offender Database Check: We will check these databases for all occupants over 18. We do not rent homes to registered sex offenders. Criminal backgrounds involving violent crimes, prostitution, domestic violence and/or involving the possession of weapons or illegal substances are all grounds for denial of an application. An exception may be made for type and or age of offense, please provide details.

Rental Criteria for Animals: Animal policies vary from one homeowner to another. All applicants will be required to complete a profile via petscreening.com even if applicant has NO PETS. Our animal policies are strictly enforced and can be grounds for eviction.

Special consideration is given to “Service Animals” that assist a tenant with special medical needs (proper and current documentation needed for verification, this is completed via 3rd party company - petscreening.com).

NOTICE TO ALL APPLICANTS: NO SMOKING is permitted anywhere on the Premises.

Disabled Accessibility: Any concerns should be submitted in writing to the Landlord. Tenant must obtain Landlord approval to allow reasonable accommodation or modification of the premises, but Landlord shall make reasonable accommodations in housing rules, policies, practices, or services where necessary to afford a disabled person equal opportunity to use and enjoy a dwelling. Modifications are at the expense of the Tenant, and the Tenant agree to restore the premises, at their own expense to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents). Submission request are: • Written proposals detailing the extent of the work to be done. • Written assurances that the work is to be performed in a professional manner by a licensed/bonded contractor. • Written approval from the Owner before modifications is made. • Appropriate building permits and required licenses made available for the Owner’s inspection.

REASONS FOR DENIAL OF APPLICATIONS:

- If you failed to give proper notice when vacating a property.
- If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior or that of any family member, guest (welcome or not), your pets, or any animal on the property during your tenancy.
- If you have had three or more late payments of rent within the last 12 months.
- If you have an unpaid collection filed against you by a Property Management Company.
- Any evictions within the previous 5 years will be automatic grounds for denial
- If an unlawful detainer action or eviction has occurred within the past five (5) years.
- If you have recently received a 3-day notice to vacate.
- If you have less than a 690 combined credit score.
- If you have had two (2) or more NSF checks within the last 12 months
- If you have allowed any person(s), not on the lease, to reside on the premises.
- If we are unable to verify your information, we must deny the application.
- No Businesses operated from property. If you have a home based Business that you think we might approve please let the Agent know.
- If you violate any of our terms of service during this application process.

KEY POINTS TO SUMMARIZE FROM THIS DISCLOSURE:

1. The application fee per adult is NON-REFUNDABLE. Paid directly online to the screening service Rentvine/Transunion.
2. Your application can be canceled – WITHOUT REFUND – for failing to abide by the above guidelines and terms as stated above.
3. A minimum Combined Credit Scores of 690 is required.
4. Income should be at least two (2) times the monthly rent and verifiable from an unbiased source.
5. If allowed, All ANIMALS must be disclosed on the application and put into the Lease Agreement.
6. If allowed, there is a \$500 pet deposit Per Approved Pet- not to exceed two (2) months Security Deposit.
7. All OCCUPANTS must be disclosed on the application.
8. There is NO SMOKING anywhere on the Premises.
9. Owner requires tenant to obtain renter's insurance policy with Personal Liability coverage of no less than \$100,000 and naming owners as "additional insured" on policy.
10. No recreational vehicles (RVs), campers, trailers, boats, buses, or trucks (other than pick-up trucks) shall be parked on the Premises.

Once Approved

Once your application has been approved, the following steps need to be completed:

- Schedule appointment with Harcourts Property Management to sign lease and pay determined security deposit, this allows us to take the property off the market and gives you a move-in guarantee
- Prior to signing lease, each applicant is required to provide a copy of a legible Government issued photo identification card.
- All parties on the lease must complete and sign.
- Pay balance of move-in costs, which include:
 - Full or prorated month's rent depending on move-in date