



## **RENTAL APPLICATION INSTRUCTIONS & SELECTION CRITERIA**

To guarantee compliance with Federal Fair Housing Acts, a separate application is required for each applicant over the age of eighteen (18) (excluding dependent children) who will reside at the property.

SUN STONE PROPERTY does not discriminate on the basis of age, race, color, creed, religion, sex, national origin, and handicap, familial or military status. Applications will be accepted on a first come first serve basis.

A \$35 per person, **non-refundable** processing fee must accompany each application, regardless of Applicant, Joint Applicant or Co-Applicant status.

**NO APPLICATION WILL BE PROCESSED WITHOUT A PROCESSING FEE!**

**Processing fee must be in the form of, either cash, certified funds or a money order.  
NO PERSONAL CHECKS WILL BE ACCEPTED.**

The following are SUN STONE PROPERTY criteria for qualifying an applicant as a resident and must be included with all applications.

1. All applications must be **fully** completed, dated and signed.
2. Reliable documentation and telephone numbers of all income sources must be provided; income must be a minimum of 2-times the rental amount. **NO EXCEPTIONS!**
3. If employed, you will need one of the following:
  - a. Your most current pay stub, letter from employer or last years W-2
  - b. Military Members latest LES and a copy of your Orders.
  - c. If self-employed, last two years tax returns, 1099 and a statement of current year's income.
  - d. Other income, such as retirement, AFDC, SDI or others, must have reliable documentation.
4. Application must be reviewed at the time of submission to ensure we have all information needed to determine eligibility.
5. Photo ID is required.
6. **APPLICANT WILL BE DENIED OCCUPANCY FOR THE FOLLOWING REASONS:**
  - a. Falsification of Application.
  - b. Incomplete Application.
  - c. Poor rental history profile
    - 1). Slow or Non-payment of past rent
    - 2). Past evidence of Evictions
    - 3). History of violence to persons or property, or a felony conviction.
    - 4). History of poor or unsanitary housekeeping
    - 5). History of drug related activity by any household member
  - d. History of unruly or destructive behavior by resident or resident's household
  - e. Poor Personal References



**f. Poor Credit History**

- 1). Credit score of 499 or below, the applicant **WILL** be denied
  - 2). Credit score of 500 – 550 will require an additional deposit if all other criteria are met.
  - 3). Credit score of 550 and above will be approved if all other criteria are met.
- g. Lack of demonstrated ability to live independently
- h. Documented Criminal Record - if arrest record exists within ten (10) years, it is up to the applicant to provide written verification from proper authorities as to the final disposition of guilt or innocence on any prior criminal charges.

7. Criminal and eviction history will be verified by an independent company using court and public records.
8. **All PETS** must be approved by the **OWNER/SUN STONE PROPERTY**. If a pet is allowed there will be a minimum charge of **\$250** which is a **NON-REFUNDABLE** pet fee. Additional pets and large pets will be at an additional cost. This fee allows you the right to have an **APPROVED** pet on the premises. **This fee is not a damage deposit; tenant is responsible for all damages caused by pets.** The following pets are not allowed at any time: Doberman Pinscher, Huskies, Saint Bernard, Malamutes, Great Danes, Mastiff, Rottweiler, Akita, Chow, German Sheppard, Pit Bull, Presa Canario, American Eskimo, and Staffordshire Bull Terrier; or Dogs that contain a mix of one or more of the above breeds, and dogs, regardless of breed, that have been involved in a biting incident.
9. If approved, the lease must be signed; a \$75.00 Administrative Fee and Non-Refundable Advance Rent (First Month) must be paid in either Cash, Certified Funds, or Money Order within three business days of approval. Once all funds have been received; SUN STONE PROPERTY will take the property off the market.
- a. If tenant does not take occupancy, or cancels for ANY reason, tenant's Advance Rent will be forfeited and the property will be placed back on the rental market.
10. Roommates must be able to qualify individually & may be considered with the owner's permission and are subject to a written Roommate Agreement.
- a. Security Deposit equal to 75% of the advertised security deposit, *required from each roommate will be required*. This security deposit is to be payable in advance in the form of Cash, Certified Funds, or Money Order.
11. The home you are applying for was Professionally Cleaned; the Carpets were also Professionally Cleaned just prior to your check-in. Upon your Check-Out; You will be charged to have the home & carpets Professionally Cleaned. This money will be deducted from your Security Deposit. Receipts will be provided.

I the undersigned Applicant have read this application; agree to the terms and conditions; and I also affirm that all the information on this application is deemed true, accurate, complete and correct and agree that if this is not so, my application will be denied and/or my lease will be held in default and I may be subject to eviction.

Furthermore I authorize SUN STONE PROPERTY to verify all information contained on the application and conduct a full background check including but not limited to credit, bank account, employment, eviction and a criminal background check. I further authorize SUN STONE PROPERTY to contact any persons or companies listed on this application.

I understand due to the Fair Credit Reporting Act, I will not be furnished a copy of my credit report from SUN STONE PROPERTY. We will maintain this information on file for 90 days and it will be destroyed afterwards unless the application was approved.

I further understand that this application is property of SUN STONE PROPERTY.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**



## RENTAL APPLICATION

Today's Date: \_\_\_\_\_ Occupancy date desired: \_\_\_\_\_

Rental Price: \_\_\_\_\_

Rental Address: \_\_\_\_\_

### Applicant's Personal Information

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Driver's License/State: \_\_\_\_\_

Social Security #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Additional Occupants (List every occupant's name and their relationship below, including children)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Preferred Method of "Worry-Free" Standard Rental Payments:

Electronic Banking \_\_\_ Check \_\_\_ Money Order \_\_\_ Cash \_\_\_

• How long do you plan on living in the next rental home that meets your needs? \_\_\_\_\_

• Would you like to purchase a home within the next two to three years? \_\_\_\_\_

• If so, what size/type property would you like to buy? \_\_\_\_\_

• Would you be interested in our Home Buyers Program to help you purchase your first home? Yes No

Are you able to handle all the minor maintenance/upkeep in the property? Yes No

Check the following items that you own:

Vacuum Cleaner \_\_\_ Mop \_\_\_ Broom \_\_\_ Plunger \_\_\_ Lawn Mower \_\_\_

• **Renter's Insurance is required prior to occupying the residence**



Insurance Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Insurance Company Phone Number: \_\_\_\_\_

- Do you have any water-filled furniture? Yes No
- Have you ever broken a lease? Yes No
- Have you ever refused to pay rent for any reason? Yes No
- Have you ever been evicted or asked to leave a rental unit? Yes No
- Ever filed for bankruptcy? Yes No
- Ever been convicted of a crime? Yes No
- Will you give us permission to do a criminal background check? Yes No

Do you know of anything or any reason which may interrupt your ability to pay rent?

\_\_\_\_\_

**Residence History**

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Dates lived at this address? \_\_\_\_\_

Own: \_\_\_ Rent: \_\_\_ Occupy: \_\_\_

Current phone: \_\_\_\_\_ How many pets did you have? \_\_\_ Type: \_\_\_\_\_

Name of present landlord/owner/mortgage company: \_\_\_\_\_

Address of present landlord/mortgage company: \_\_\_\_\_

\_\_\_\_\_

Landlord's phone: \_\_\_\_\_ Monthly payment: \_\_\_\_\_

Reason for moving: \_\_\_\_\_ Is your rent/mtg. current? \_\_\_\_\_

Number of late payments? \_\_\_\_\_ Security deposit amount currently held by landlord? \_\_\_\_\_

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Previous Residence address: \_\_\_\_\_

Previous landlord: \_\_\_\_\_ Previous landlord's phone: \_\_\_\_\_

Dates at this address: \_\_\_\_\_ Reason for moving? \_\_\_\_\_

Was your full security deposit returned? Yes No # of late payments? \_\_\_\_\_ Monthly payment? \_\_\_\_\_

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Previous Residence address: \_\_\_\_\_

Previous landlord: \_\_\_\_\_ Previous landlord's phone: \_\_\_\_\_

Dates at this address: \_\_\_\_\_ Reason for moving? \_\_\_\_\_

Was your full security deposit returned? Yes No # of late payments? \_\_\_\_\_ Monthly payment? \_\_\_\_\_

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**Income History**

Applicant's current employment status:

Full-time: \_\_\_\_\_ Part-time (less than 32 hrs.): \_\_\_\_\_ Student: \_\_\_\_\_ Retired: \_\_\_\_\_ Self-employed: \_\_\_\_\_

Unemployed: \_\_\_\_\_ Other: \_\_\_\_\_

Primary source of employment:

Applicant employed by: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Average weekly hours: \_\_\_\_\_ How long at they place of employment? \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Please indicate weekly, biweekly, monthly, or annual average take home: \_\_\_\_\_

**Additional Employment**

Applicant employed by: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Average weekly hours: \_\_\_\_\_ How long at they place of employment? \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Please indicate weekly, biweekly, monthly, or annual average take home: \_\_\_\_\_



**Additional Income / Payment Information**

In the event of some emergency that would prevent you from paying rent when due, is there a relative, person, or agency that could assist you with rent payments?

1<sup>st</sup> Emergency Contact: \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ 2nd phone \_\_\_\_\_

2<sup>nd</sup> Emergency Contact: \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ 2nd phone \_\_\_\_\_

Do you currently have a savings account, line of credit, or charge card sufficient to cover one month's rent?  
Yes No

**Assets / Credits / Loans**

Number of vehicles on property? \_\_\_\_\_ Valid registration and inspection? Yes No

Do you have any commercial vehicles, RV, campers, boats or motorcycles? Yes No

Vehicle 1 (make/model/color/year): \_\_\_\_\_

License Plate: \_\_\_\_\_ State: \_\_\_\_\_

Financed/leased through: \_\_\_\_\_

Contact and phone number: \_\_\_\_\_

Acct. # \_\_\_\_\_ Monthly payment: \_\_\_\_\_

Vehicle 2 (make/model/color/year): \_\_\_\_\_

License Plate: \_\_\_\_\_ State: \_\_\_\_\_

Financed/leased through: \_\_\_\_\_

Contact and phone number: \_\_\_\_\_

Acct. # \_\_\_\_\_ Monthly payment: \_\_\_\_\_

Vehicle 3 (make/model/color/year): \_\_\_\_\_



License Plate: \_\_\_\_\_ State: \_\_\_\_\_

Financed/leased through: \_\_\_\_\_

Contact and phone number: \_\_\_\_\_

Acct. # \_\_\_\_\_ Monthly payment: \_\_\_\_\_

**Bank Reference**

Name of bank and branch: \_\_\_\_\_ Phone: \_\_\_\_\_

Branch address: \_\_\_\_\_

Checking acct. #: \_\_\_\_\_

Savings acct#: \_\_\_\_\_

How long account active? (C) \_\_\_\_\_ (S) \_\_\_\_\_ Average monthly balance: (C) \_\_\_\_\_ (S) \_\_\_\_\_

**Personal/Professional References**

Character/Personal Reference:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Relationship? \_\_\_\_\_ How long? \_\_\_\_\_ Phone: \_\_\_\_\_

Professional Reference (e.g., attorney, accountant): **If Any.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Relationship? \_\_\_\_\_ How long? \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Nearest Living Relative:

Name: \_\_\_\_\_

Address: \_\_\_\_\_



City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Relationship? \_\_\_\_\_ How long? \_\_\_\_\_ Phone: \_\_\_\_\_

Do you give owner or manager permission to contact references listed above both now and in the future for rental consideration or for collection purposes should they be deemed necessary? Yes No

**If management has a question regarding this application, please furnish the best contact phone number:**

Day Phone: \_\_\_\_\_

Night Phone: \_\_\_\_\_

**Thank You!**

Thank you for completing an application to rent from us. Please sign below. Please note that a completed application requires submission of the following/which will be copied and attached to this application:

\_\_\_\_\_ Driver's license or sheriff's picture ID. Note: Rentals will not be shown without picture ID.

\_\_\_\_\_ Personal check (to verify bank)

\_\_\_\_\_ 2 weeks of most current pay stubs of each income source listed

\_\_\_\_\_ If self-employed, most current Schedule C tax return and proof of current income

- A non-refundable fee of \$50.00 is charged on all rental applicants for the purpose of verifying the information furnished on this application, and for Credit Check & Tenant Verification Check **Checks are Payable to: Sun Stone Property**
- By signing below, applicant hereby represents all information on this application is true, complete, and hereby authorizes annual verification of information, references, and credit history for continual rental consideration or for collection purposes should that become necessary.
- This fee is refundable if applicant meets our minimal criteria but is not selected because they were not the first qualified applicant.
- Applicant acknowledges this application will become part of the lease agreement when approved.



- If any information is found to be incorrect, the application will be rejected and any subsequent rental agreement becomes void.

**False and misleading statements will be sufficient reason for immediate eviction and loss of security deposit.**

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Property Managers Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: Kathryn Wells, Broker