



# **SCREENING CRITERIA AND DISCLOSURE**

\*All applicants will be charged a **\$70.00** application fee per adult (18 or older)

**\*THE APPLICATION FEE OF \$70.00 PER ADULT IS NON-REFUNDABLE**

\*Each adult over 18 is required complete a separate application form. It would be in your best interest to confirm that your rental requirements are not outside of our tenant criteria with multiple adult roommates, eviction history, foreclosures, bankruptcies, job loss, minimal income, low credit scores (below 500), unusual pets, large pets, multiple pets, multiple families, or anything that would cause your application to be rejected.

**\*Wanting to offer less than list price for the home will cause your application to be delayed or rejected\***

We do not prescreen Applications. 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:

**WHEN THE ONLINE APPLICATION IS COMPLETED, WE WILL PROCESS YOUR APPLICATION – CHARGING THE \$70 APPLICATION FEE.**

**This application, background information, credit scores, rental history, criminal history, and employment verification will be viewed by Bahia Property Management Employees.**

**\*\*\*Multiple Applications May Be Reviewed in Choosing an Applicant\*\*\***

**Lease Criteria in Applying for a Home:** Before you apply for a home, read the following information concerning the approval process. If you have any questions, contact our office during normal business hours Monday to Friday 9 AM to 5 PM Eastern Standard Time.

**Application Process & Screening Criteria:** Bahia Property Management is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, or age. We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one. Each occupant over the age of 18 must complete an application and pay the **\$70.00** application fee. Approval is based on the following factors:

- Credit History
- Employment Verification and History
- Income Verification
- Criminal Background Check
- Rental Verification and History
- Animal Criteria

**Identification:** Each applicant is required to provide a copy of a legible Government issued photo identification card. A photo of your identification card can be sent to: [leasing@bahiapropertymanagement.com](mailto:leasing@bahiapropertymanagement.com).

**Income Verification:** Income should be at least three (3) times the monthly rent and verifiable from an unbiased source: employer through pay stubs, and/or bank statements. Your employment history should reflect at least 12 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. Applicants who do not meet the above employment or income requirements must submit Savings Account statements showing a minimum average balance equal to 12 months of rental payments.

**Employment:** We require verifiable employment history for at least the past three (3) months. You must be a permanent employee (not temporary or probationary). If you are self-employed or retired, we require such documents as personal bank statements for the last three (3) months and/or other documents 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 7 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 tenant credit score from TransUnion. 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.

**Errors & Omissions:** Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for – however, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all tenants to verify schools, allowable pets, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in the MLS advertisement does NOT constitute a written agreement or guarantee of the facts stated.

**Criminal, Sex Offense, and Terrorist Database Check:** We will check these databases for all occupants over 18. We do not rent to any person required to register as a sex offender. Criminal backgrounds involving violent crimes, sex offenses, domestic violence and/or involving the possession/distribution 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 to the Property Manager.

## **INFORMATION ON ANIMALS**

**Rental Criteria for Animals:** Animal policies vary from one homeowner to another. Some owners do not permit animals (other than approved service animals) on the property, while others restrict type and/or size of allowable animals. No more than two animals per household are permitted without specific owner approval.

**Approved animal will incur a non-refundable pet fee of \$250.00 (for multiple pets please contact office).** Tenants may be evicted for misrepresenting a type 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 can be grounds for eviction.

**Service Animals:** Any requests to allow for certified service animals must be accompanied by current documentation and will be reviewed for accuracy.

We require with your application, a picture of each animal that will be on the property. The approval process and final determination of breed will be the responsibility of Bahia Property Management. These determinations are final.

Email a Picture of the Requested Animal to: [leasing@bahiapropertymanagement.com](mailto:leasing@bahiapropertymanagement.com)

**NOTICE TO ALL APPLICANTS:** **NO SMOKING is permitted inside the home or garage.**

**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), 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.
- 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 your credit lines show more negative (delinquent) accounts than positive accounts.
- 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 Property Manager know.
- If you violate any of our terms of service during this application process.
- Applicant requests re-wording or removing any paragraphs in the Bahia Property Management Lease Agreement.

**APPLICATION APPROVAL:** All approved applicants will receive further instructions via email.

Lease Agreement with Security Deposit:

**At approval, the advertised security deposit amount will be required within 48 hours in certified funds.**

**START OF LEASE:**

*Vacant Homes* --- Bahia Property Management has a policy that all leases on vacant homes must begin within 14 days of application approval. We are unable to hold the home rent free without a lease agreement longer than that time.

*Occupied Homes* --- Bahia Property Management will typically advertise a first available date with all of the homes we manage. In some cases, those dates will need to change due to circumstances beyond our control. We ask the approved incoming tenant be flexible in some cases. We understand the burden this can create and strive to advertise a solid date so incoming tenants can plan accordingly.

*Leases starting in the middle of the month --- We will require the next full month's rental amount to be paid at move in, and the pro-rated rent to be paid the following month.*

### **What Our Tenants Want You to Know:**

1) Bahia Property Management conducts periodic annual inspections of the home you will live in. We take pictures of the interior and exterior of the home during that inspection. This information is kept on record and shared with the owner. **If this standard annual inspection procedure is going to cause you a problem – we recommend you stop now and do not apply for one of our homes.**

2) Bahia Property Management is a **ZERO TOLERANCE** company regarding rent collection. Rent is due the 1st of each month, late on the 2nd of each month. Late fees begin on the 2nd of the month. Late fees will be applied with no exceptions.

**Upon completion of your Application, you will be notified in writing of your Approval / Denial / or Offer of Other Terms within 2-3 Business Days.**