

Deemer's Landing Leasing Guidelines

- 1) APPLICATION PROCESS IS BASED ON (3) PARTS:
 - A) Employment verification and/or income verification
 - B) Present and previous landlord/mortgage verification
 - C) Credit history and criminal background check

- 2) APPLICANT MUST BE 21 YEARS OF AGE OR OLDER TO LEASE AND RESIDE HERE

- 3) ITEMS THAT MUST BE SUBMITTED WITH APPLICATION:
 - A) Two (2) most current paystubs/ or proof of income / tax return if self employed
 - B) Photo ID / Passport / Social Security card / Visa required upon submitting application
 - C) Application fee - \$25.00 per application (credit card via phone, cash, check, money order)

- 4) RENT SHALL NOT EXCEED 35-45% OF MONTHLY GROSS INCOME:
 - A) Each party must qualify individually unless married to 2nd applicant

- 5) MUST SUBMIT HOLDING FEE OF \$250.00 TO HOLD UNIT: **Once application is approved**
 - A) The holding fee of \$250.00 is non-refundable after (5) days. The holding fee is refundable ONLY if the application has been denied OR the apartment is not available upon scheduled delivery date OR applicant cancels in writing within (5) days of submitting application.

- 6) RENTERS INSURANCE and UTILITIES:
 - A) Minimum of \$300,000 Liability insurance must be maintained for the duration of residency.
 - B) Tenants are responsible to pay gas heat and electric, cable, phone and internet.

- 7) ONCE APPROVED:
 - A) Applicant will need the following documentation at lease signing: Delmarva Power account number for gas heat AND meter deposit receipt from Municipal Services for electric service AND proof of \$300,000 general liability renter's insurance.
 - B) There will be a one-time HVAC filter fee (non-refundable) of \$60.00

- 8) ANYONE 18 YEARS OF AGE OR OLDER:
 - A) If they will be listed as an occupant on the lease, an application must be submitted and will be held in the leaseholder's file. All persons 18 or older must be screened before residing at our community. Deemer's Landing reserves the right to deny an application if criminal record is found. Anyone moving onto the property without our approval will be considered UNAUTHORIZED and will be asked to leave immediately.

- 9) SHORT TERM LEASES – Additional monthly fees apply – see below
 - A) Month to month lease is +\$250.00 per month, 6 month lease is + \$125.00 per month, 9 month lease is + \$75.00 per month
 - B) A full security deposit is required

I, the applicant, have read and understand the above outlined terms/guidelines:

Name

Date

1. Have you ever been convicted of or pleaded guilty or "no contest" to a felony? (whether or not resulting in a conviction)? YES___ NO___
2. Have you ever been convicted of or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct (whether or not resulting in a conviction)? YES___ NO___
3. How did you learn about us? Drive-by___ Website___ *Tenant___ Other___
*Tenant Name and Address:_____
4. Any pets? YES___ NO___ How many? ___ What kind? Dog___ Cat___
5. _____
Breed Age Weight Breed Age Weight
6. Are your pets service animals? YES___ NO___
7. Do you smoke tobacco products? YES___ NO___

Additional Occupants: (list everyone who will be living with you including children)

| Full Name | DOB | SSN | Relationship to you |
|-----------|-------|-------|---------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

OCCUPANTS 18 YRS. OR OLDER MUST FILL OUT APPLICATION

Total Occupants: Adults _____ Children _____

Application must be fully completed before processing can begin. Each applicant must attach a copy of their 2 most recent pay stubs / proof of income statements / offer letter. Photo ID must be presented at the time of application submission. Application fee (if applicable) is NON-REFUNDABLE. No personal checks will be accepted for payment.

No apartment will be held without a \$250.00 holding fee. Applicant has exactly (5) days to cancel this application (must be in writing). If application is cancelled after (5) day period the holding fee will be forfeited. NO EXCEPTIONS. Checks will not be accepted.

In the event that an application is denied by the lessor OR the applicant cancels (in writing) with the (5) days, the holding fee will be refunded in full. Holding fee is also refundable if apartment cannot be delivered by lessor on scheduled move-in date.

I have read, and I fully understand the terms and conditions set forth in this application. To the best of my knowledge and believe the information I have given is true and correct. I fully understand that my lease or rental agreement may be terminated if I have made any false or incomplete statements in this application. I hereby authorize verification of the information provided in this application from my credit sources, credit bureaus, current and previous landlords, employers, and/or personal references.

Signature of Applicant

Date