

APPLICATION SCREENING DISCLOSURE

Thank you for considering application to one of our quality rental units. Please read below to learn about our application screening process and what you can expect. If you have any questions, don't hesitate to contact us at 417-732-9600 **Application Screening Fee:** \$25 for each applicant age 18 years and older.

- ✦ The screening fee is to cover the cost of obtaining information on the applicant(s) as we process the application for a rental agreement.
- ✦ The screening fee must be paid in cash, check or money order. As you can imagine, some people have tried to pass off bad checks for the application fee... which costs us \$20 - \$35 in NSF fees from our bank.

Application Process:

- ✦ We offer application forms to everyone who inquires about the rental.
- ✦ We review applications in the order they are received by us.
- ✦ We may require up to 5 business days to verify information on the application; however, most applications are processed in 2-3 days.
- ✦ If we are unable to verify information on the application, the application may be denied.

SCREENING GUIDELINES -

Complete Application:

- ✦ Unless joint applicants are married, each must submit a separate application.
- ✦ Incomplete applications will not be reviewed.
- ✦ We will accept the first qualified applicant(s). **Identification:**

✦ Applicants must submit valid identification, must include photograph. ○ Government ID is preferred (drivers license) **Prior Rental History:**

- ✦ Rental history of 2 years (if applicable) must be verifiable from unbiased/unrelated sources.
- ✦ Applicant must provide us with information necessary to contact past landlords. We reserve the right to deny any application if, after making good faith effort, we are unable to verify prior rental history. **Sufficient**

Income/Resources:

- ✦ Net household income shall be at least 3 times the rent (excluding utilities).
- ✦ Income/resources must be verifiable through pay stubs, employer contact, current tax records, and/or bank statements.

Credit/Criminal/Public Records Check:

- ✦ Negative reports may result in denial of application.
- ✦ Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance, or of a felony may be denied tenancy. **Screening Process:**

- ✦ We determine, based on the application, whether the applicant meets our screening guidelines.
- ✦ We verify income and resources.
- ✦ We check with current and previous landlords.
- ✦ We obtain a credit report, criminal records report, and public records report. **You can fax or hand**

deliver your application to us at:

- ✦ Fax: (417)732-9700
- ✦ Mail: Pinewood Park Apartments, LLC, 1600 Windmill Way, Republic, MO 65738 Attn: Office
- ✦ Or for hand delivery, please call us at (417)732-9600 to set up an appointment