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TENANT SELECTION CRITERIA and APPLICANT REQUIREMENTS

Anyone occupying the property that is eighteen (18) years of age or older must fill out an application and submit a \$35 non-refundable application fee. This form MUST be signed and submitted with the completed application before ANY processing will begin. Application fee payment must be received before we will complete the verification process. We accept payments online with a credit or debit card at www.aoutlook.com, cashiers check, money order, personal check, or cash (delivered to our office). We will verify all applications before presenting them to our clients. If you do not meet these minimum requirements, you should contact us before submitting your application in order to discuss your particular situation:

1. 1) **Income:** On most of our properties, the gross monthly income for all tenants should be at least four (3) times the monthly rent amount.
2. 2) **Employment:** We require verifiable employment history for at least the past three (1) years. If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (1 years minimum), W-2's, bank statements, paycheck stubs, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES.
3. 3) **Residency:** We require verifiable residence history for at least three (3) years whether you currently own or rent.
4. 4) **Credit History:** We will obtain a copy of your credit report. You cannot provide this to us, we will obtain this ourselves.
5. 5) **Criminal, Sex Offense, and Terrorist Database History:** We will check for inclusion in these databases.
6. 6) **Occupancy:** The total number of tenants and occupants may not exceed two (2) persons per bedroom.
7. 7) **Pets:** Pet policies and deposits vary from home to home so please contact us to determine the pet policy for this home. Most homes are limited to the number and size of pets. None of our homes permit dog types that may have violent tendencies, including but not limited to: Pit Bulls, Staffordshire Terriers, Dobermans, Rotweilers, Chows, or any similar breed or mixed breed.
8. 8) **Applicants will be denied** for the following or similar reasons: False, inaccurate, or incomplete applications; Evictions, judgments related to rental residency, tax liens, unpaid child support; current bankruptcy proceedings; felony convictions and out of prison or jail less than 5 years, multiple felonies, physical or violent crimes, domestic violence, sex offenses; and/or appearance on any sexual offense or terrorist database.
9. 9) **Applicants may be denied** or required to pay additional deposit or rent for the following or similar reasons: insufficient verifiable income, excessive late or NSF rent payments, broken leases, property damages, unpaid rent, mortgage not current, foreclosures, credit scores under 550 or no credit score, excessive credit collection balances, slow pays, drug related offenses, etc.

ACCEPTANCE AND MOVE-IN PROCEDURES

1. 1) We can normally verify and present an application to our client for an acceptance decision within one (1) business day of receipt PROVIDING ALL VERIFICATIONS CAN BE COMPLETED and Application fees are paid.
2. 2) Once an application has been accepted, the Applicant has until 5:00 P.M. the following BUSINESS day to deliver the Deposit to our offices (if not already done). This Deposit must be in the form of a Cashier's Check or money orders made out to Terra Residential Services, Inc. or TRS. We will not accept CASH for any reason. You also cannot pay this online. During this time, we will not remove the Property from the market; however, we will not process any further applications or present any other offers.
3. 3) An accepted Applicant will be asked to come to our offices for a "formal" lease signing. The Property Manager will contact you to set up a time. We will type the lease, and have a short meeting (approximately 30-45 minutes) with you for final signings and explanations of our procedures, etc. Each Applicant will be REQUIRED to provide copies of positive identification (at least one with a photo) such as Driver's License, Social Security card, etc.

I have read and fully understand the above tenant application, selection criteria, and requirements.

Signature/Date
Property Applying for: _____