

# Andrews Properties

## Rental Application

We are so pleased you chose our properties when considering your next home. We will do what we can to make the application process as smooth as possible. Please review our criteria to approval prior to filling out the rental application. When considering your application, these are the items we will be reviewing. If there are any extenuating circumstances regarding any of the criteria listed below that you feel may cause your application to be denied, please feel free to inform us so we can take it into consideration when reviewing your application. If you have questions concerning the criteria or application process, please contact a leasing consultant at 810-771-8118 or by email at [andrewsproperties@outlook.com](mailto:andrewsproperties@outlook.com).

APPLICATION ACCEPTANCE IS BASED ON WHETHER THE CRITERIA IS MET BY THE LEASE HOLDER(S) ONLY. ACCEPTANCE CONSIDERATION WILL BE BASED ON INFORMATION PERTAINING TO THE PERSON(S) ASSUMING RESPONSIBILITIES OUTLINED IN THE LEASE AGREEMENT AND THE RULES AND REGULATIONS.

**Please follow the following prompt to submit the application fee. The application will not be processed until this fee is paid. Remember to include \$25.00 per person 18 years of age or older (applicant or occupant).**

After you have provided all of the required information and application fee(s), we will begin processing your application. The application process can take 1-5 business days depending on the timeliness of responses from current and previous landlords and current employers. Application fees are non-refundable.

***Please fill out the form below to complete an online rental application:***

## RENTAL APPLICATION TERMS

Welcome to Andrews Properties!

Andrews Properties is committed to providing Equal Housing Opportunity for all applicants and fully complying with the Federal Fair Housing Act. Andrews Properties does not discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin or Age. Before you submit an application for rental, please take time to review the rental screening policy outlined below. All persons 18 years of age or older, not dependents, are required to complete separate rental applications.

PET POLICY:

**Acceptance of a pet requires individual property owner approval.**

- One-time Pet Fee of \$100.00 per pet (Non Refundable)
- Breed Restrictions apply with the following breeds not accepted: Rottweiler's, Pit bulls, German Shepherds, Doberman Pinchers, Presna Canarios or any mix of these breeds. This list is subject to change.

#### APPLICATION FEE:

\$25.00 per person 18 years of age or older (applicant or occupant).

The term "applicant" under this policy means the person or persons signing the lease as a "Tenant." The term "occupant" in the policy means the person or persons authorized to live in the home under the Occupancy clause of the lease. (An example would be a college student who parents/guardian still claim the student as a Dependent on their taxes.)

- APPLICATION FEES ARE NON-REFUNDABLE
- APPLICATIONS ARE REVIEWED IN THE ORDER IN WHICH THEY ARE SUBMITTED AND ARE ON A "FIRST COME, FIRST SERVED" BASIS.

#### APPLICATION PROCESS:

**Application: Application Fees are paid online as part of the application submission process.** Please allow 5 business days for processing of the application. Timing may vary depending on the timeliness of responses from previous landlords and current employers.

**Deposit: The standard Security Deposit amount is equivalent to one and one-half months' rent. PAYMENT MUST BE MADE IN THE FORM OF A MONEY ORDER OR CASHIER'S CHECK.**

- Payment of the Security Deposit and signing of the lease rental agreement are required within 72 hours of application approval for the home to be taken off the rental market.
- Move-in should occur as soon as possible, with required move-in **no later than 21 days from the date application is approved.** If move-in does not occur within 21-days of application approval, the home is placed back on the rental market.
- **Cancellation of the lease after lease signing and payment of the Security Deposit may result in forfeiture of all deposits paid.**

#### APPLICATION APPROVAL CRITERIA:

**Credit Report: A credit report is completed on all applicants with results factored into a credit scoring model. Examples of unfavorable accounts which could impact the overall credit score include, but are not limited to:**

- Unpaid Debt including repossessions, charge-offs or collections in the past 3 years
- Judgements within the last 7 years
- Late payment history (no more than 3 late payments within the **last year** on credit cards or other loans, excluding Student loans and medical charges/collections)
- Late payments or collections for two years from a bankruptcy file date if applicable

- Eviction filings or evictions in the last 7 years

**Income:**

- Applicants must have a minimum combined gross income (before taxes) of **three (2) times the monthly rent** amount.
- **Verification of income is required. Email any/all documents for use in verification of income to: [andrewsproperties@outlook.com](mailto:andrewsproperties@outlook.com)** Examples of verification include the following:
  - Consecutive and most recent pay stubs for **Gross Monthly Income**
  - Bank Statements (for the most recent 90-day period)
  - Social Security or Retirement Income verification
  - Legal documentation supporting other income (such as child support, alimony, etc.)
  - Where new employment may be applicable, a copy of “letter of intent to hire” from future employer verifying start date and compensation
- Verification of income for **self-employed, retired or unemployed applicants** may include CPA prepared financial statements or copies of current and previous year tax returns filed with the IRS and two of the most current bank statements

**Rental History:**

- Rental history should reflect no outstanding debt to any landlord or management company
- Acceptable Rental Payment History (no more than 3 late payments for any 12-month period in the last 3 years)

**Criminal Record:**

A criminal background check is conducted on each applicant and occupant age 18 years or older. The application will be denied for criminal related reasons that have occurred within the timeline identified below prior to the application date. All records are evaluated from the date of disposition.

Offenses include, but are not limited to, the following:

OFFENSE	FELONY CONVICTION	MISDEMEANOR CONVICTION
Crimes Against a Person (Homicide, Murder, Robbery, Assault, Battery, Kidnapping, Domestic Violence, Child Abuse, Spousal Abuse, Violating Order of Protection, Abandonment, etc.)	Declined Regardless of Time Frame	N/A
Offenses Against Property (Theft, Vandalism, Arson, Embezzlement, Destruction of Property, etc.)	7 Years	3 Years

Offenses Involving Illegal Drugs (Possession of Drugs, Possession of Drug Paraphernalia, Possession of Drugs with Intent to Sell, Sale of Drugs, Drug Trafficking, etc.)	7 Years	3 Years
Offenses Involving Sex (Sexual Assault, Rape, Prostitution, Obscenity, Molestations, etc.)	Declined Regardless of Time Frame	N/A
Offenses Involving Firearms (Possession of Firearm, Weapons, etc.)	7 Years	3 Years
Offenses Involving Fraud (Bribery, Fraud, Forgery, Falsifying Documents, Passing Bad Checks, Misuse of Official Information, etc.)	7 Years	3 Years
Deferred Adjudication and/or Adjudication Withheld	Approved if Off Probation / Parole for 5 years	
Pending Cases and/or Arrest Warrants	Approved	

**CO-SIGNERS:**

Co-signers are accepted for applicants who have no previous rental history or who do not meet the required income criteria outlined above.

- Co-signers are screened the same as an “applicant” and must therefore meet all screening criteria
- Co-signers are required to sign the rental agreement
- Co-signers may be relatives or an employer; friends may not serve as a Co-signer.

In the event that an applicant has no credit, does not meet the income criteria, and/or where a co-signer cannot be obtained, Andrews Properties reserves the right to require last month’s rent. Acceptance of terms would require individual owner approval.

**Property Damage Liability Insurance Coverage:**

Property damage liability insurance coverage, including a minimum of \$100,000 of liability coverage for perils of fire, smoke, explosion, water discharge, and sewer backup is a requirement of the lease.

For additional information regarding insurance quotes and policy’s please contact Jim Snow’s office with State Farm at 810-732-3360

Thank you for Reviewing our Criteria!

If you have any questions or need additional information concerning how to submit an application, please feel free to contact a member of the Andrews Properties Leasing Team at 810-771-8118 or via email at [AndrewsProperties@outlook.com](mailto:AndrewsProperties@outlook.com).

Should you have any questions concerning the request for required documentation for the application and/or status of your application, please contact a member of our leasing team at [AndrewsProperties@outlook.com](mailto:AndrewsProperties@outlook.com)

## ACCEPTANCE OF TERMS

<input type="checkbox"/>	<b>YES, I ACCEPT ALL OF THE ABOVE STATED TERMS AND WOULD LIKE TO CONTINUE MY APPLICATION WITH ANDREWS PROPERTIES</b>
<input type="checkbox"/>	<b>I CONFIRM that all information that I provide in this application is TRUE and ACCURATE. Falsification of any information will result in an automatic denial of the application.</b>
<input type="checkbox"/>	<b>YES, I ACCEPT that Property Damage Liability Insurance Coverage of a minimum of \$100,000 for perils of fire, smoke, explosion, water discharge, and sewer backup is a requirement of the rental contract.</b>
<input type="checkbox"/>	<b>I UNDERSTAND that after I submit this application I will be required to email supporting <u>income verification documents</u>, and a <u>signed information release form to <a href="mailto:AndrewsProperties@outlook.com">AndrewsProperties@outlook.com</a></u> before my application can be processed.</b>