



Thank you for considering Choice Property Management, as your housing provider. As a management company we represent homeowners who have entrusted us to care for their properties. We invite you to view the homes we manage. A complete list of homes for rent is available at our offices or on our web site at [www.cpmchoicepropertymanagement.com](http://www.cpmchoicepropertymanagement.com). As a potential customer of our firm we ask that you carefully review the following information. For additional information please call (574)387-4416.

## **Application Standards**

All applicants pass through a screening process:

- Income Level**..... Each Applicant **must have** a Gross Income of at least 2 (two) times the monthly rent amount. Married couples and related residents over 18 may combine income. **All non-related persons should apply individually & each must meet the above income requirement.** We must be able to verify employment history. If you are self-employed we will need tax returns for the last two years.
- Credit History**..... To determine satisfactory credit worthiness we run a report through a credit-reporting agency.
- Rental History** ..... Your previous residencies must be free of evictions, judgments, and unpaid rents.
- Occupancy** ..... The number of occupants may not exceed 2 persons per bedroom plus 1 additional person. **All occupants, 18 years of age and over must submit an application (related persons may share an application).**
- Pets** ..... There is a \$300 **refundable** pet deposit due before move-in. Policies on pets vary according to the home (check the rent list or call). However, none of our homes permit the following dog breeds: Pit bulls, Dobermans, Rottweilers, Chows, or near relatives. Pet policies are strictly enforced. Renters Insurance is required for entire tenancy & proof must be provided. If we receive complaints of noise, litter or other issues concerning the pet(s) we will ask you to remove it from the premises. No more than 2 pets allowed per household. Our multifamily units do not allow pets.

## **Submitting Your Application**

Once you have viewed and selected a home you should submit the attached application:

1. **Complete the Application Form** – The form must be completely filled out and signed before it can be processed. Missing information will result in processing delays (All Pages, including this page).
2. **Submit Copies of Recent Pay-stubs** – Make a copy of your most recent pay-stub to submit with your application. If you are combining income to qualify please provide a pay-stub for each applicant.
3. **Pay \$50 Application Fee**- This is a **non-refundable** application-processing fee. \*\*\*\* **NOTE: No application will be accepted without payment of application processing fees \*\*\*\*\*** Application required for every 18 years or older person living in the home. \$15.00 application fee per each additional applicant.  
**Forms of acceptable payment: Money Order or cashiers check.**
4. **Submit the Application** – Call to make an appointment at our property management office to **Deliver** your completed applications, applications fees, photo ID, and proof of income.
5. **Wait for our Call** – Depending on the timely response of references your application will be processed within **1-2 working days**.
6. **If Approved**, Once you receive an approval we can accept 1/2 of the security deposit (excluding deposit specials) via money order, credit/debit card or cashier's check (no personal checks accepted for deposits) which will hold the property for a maximum of 30 days. Lease must be signed and all fee's (security deposit, rent, pet deposit, pet fee's, etc.) must be paid prior to receiving keys.\*
7. **Pay All Move-in Funds When You Sign Lease** – The first full month's rent, and any deposits. Again, no personal checks will be accepted.

## **Fair Housing Policy**

It is unlawful and a violation of company policy to discriminate against any person based on race, color, religion, sex, national origin, handicap, or familial status, or to refuse to show, rent, negotiate, or otherwise make unavailable any rental unit. All Choice Property Management employees are trained to provide fair and equal treatment for all people, whether or not they are included in a protected class. If you have any questions or comments, please read the enclosed Fair Housing policy or contact our office.

## **Acknowledgment**

Applicant acknowledges that the above information is understood, and has been informed:

1. All Application Fees are **non-refundable** – Signature below signifies authorization to process application &/or charge credit card as provided on the attached application.
3. A free copy of the Landlord/Tenant Indiana Code is available at <http://www.in.gov/legislative/ic/2010/title32/ar31/>
4. I have received a copy of the Choice Property Management Fair Housing Policy.
5. **Signature:**



# Rental Application

**Please Complete the Application in its entirety. All Individuals 18 and Older Must Complete a Separate Application.**

Address of Home Desired \_\_\_\_\_ Today's Date \_\_\_\_\_

**Move-in Date Desired** \_\_\_\_\_ **Applicant #1 Drivers License #** \_\_\_\_\_

Applicant #1 Full Name \_\_\_\_\_ SS# \_\_\_\_\_ Birth date \_\_\_\_\_

Married  Divorced (If yes, how long?) \_\_\_\_\_  Separated  Single **Driver's License # (Spouse)** \_\_\_\_\_

Spouse Full Name \_\_\_\_\_ SS# \_\_\_\_\_ Birth date \_\_\_\_\_

**How Did You 1st Hear About Us/This Home?**  "For Lease" Signs  Website (specify): \_\_\_\_\_

Agent (specify): \_\_\_\_\_  Other \_\_\_\_\_

**Form of Payment: (\$50 per applicant 18 yrs & older) Payment must be paid prior to processing application:**  Cash  Money Order

Visa / Master card - Acct # (PRINT CLEARLY) \_\_\_\_\_ Exp Date \_\_\_\_\_

3-Digit code (last 3#'s on card back) \_\_\_\_\_ Authorizing Card Charge by Signature \_\_\_\_\_

List All Other Residents	Relationship	Age	Other Residents	Relationship	Age

**Present Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ **E-mail Address-(print clearly):** \_

Cell Phone ( ) \_\_\_\_\_ 2<sup>nd</sup> Cell Phone ( ) \_\_\_\_\_

Rent or Mortgage Payment \_\_\_\_\_ How Long at this Address? \_\_\_\_\_

Landlord or Mortgage Co. \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Fax ( ) \_\_\_\_\_

**Previous Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Rent or Mortgage Payment \_\_\_\_\_ How Long at this Address? \_\_\_\_\_

Landlord or Mortgage Co. \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Fax ( ) \_\_\_\_\_

**Applicant Employer** \_\_\_\_\_ How Long?\_ Gross Income\_ per \_

Address\_ Telephone ( \_ )\_

Position\_ (Provide Pay-stubs) Supervisor \_

Previous Employer\_ How Long? \_ Telephone ( \_ )\_

**Spouse Employer** \_\_\_\_\_ How Long?\_ Gross Income\_ per \_

Address\_ Telephone ( \_ )\_

Position\_ (Provide Pay-stubs) Supervisor \_

Previous Employer\_ How Long? \_ Telephone ( \_ )\_

**Other Sources of Income** \_\_\_\_\_

**Nearest Relative** (not living with you)\_ Telephone(\_ )\_

Address\_ City\_ State\_ Zip\_

**Character Reference** \_\_\_\_\_ Relationship\_ Telephone(\_ )\_

Address\_ City\_ State\_ Zip\_

**Bank Reference** \_\_\_\_\_ Branch Address\_

Checking Account #\_ Savings Account #\_

**Number of Vehicles** (including motorcycles, trailers, RV's, boats) \_ Driver's License No.\_

Make & Model \_ Year\_ License\_ State\_

Make & Model \_ Year\_ License\_ State\_

**Do You Have Animals?** (yes/no) \_\_\_\_\_ If yes, list Type/breed(name)/weight \_

**Have you ever filed bankruptcy?** \_ - **If yes, circle one: indicate discharged or Dismissed - Chapter & year?** \_

**Has any applicant ever been evicted from a rental property?** \_\_\_\_\_

**Has any applicant had a civil judgment or collection for a rental property?** \_\_\_\_\_

**Have you ever been convicted of a felony?** \_\_\_\_\_ If yes, describe\_

**Is any applicant currently engaged in any criminal activity?** \_\_\_\_\_ If yes, describe \_

Please provide any other information that will help us better evaluate your application \_

\_\_\_\_\_

\_\_\_\_\_

Would you expect a credit report to disclose past or current credit difficulties? \_ If yes, please explain:\_

\_\_\_\_\_

**AUTHORIZATION**

This application must be signed by the applicant before consideration by the Agent. Acceptance of application by the Agent and any monies herewith, is not binding until approved by the Home Owner. Upon final acceptance of the application, all deposited monies, except the **non-refundable** Application Fee, will be applied to the deposit required in the lease. The landlord reserves the right to require that the entire amount of the security deposit be paid by the applicant within 24 hours of acceptance to hold the home. Applicant agrees to sign a lease agreement in the standard form required by Agent. Should applicant withdraw after acceptance or fail to take occupancy on the agreed date for any reason, the entire security deposit will be retained by the landlord as damages for taking the home off the rental market. The prevailing party in any legal action will be entitled to attorney fees and court fees and other expenses.

If the application is declined, all monies will be refunded with the exception of the Application Fee. *Under no condition will the Application Fee be refunded. Refunded monies must be picked up at the office within 90 days, or they will be forfeited.*

The information on this application is true and correct. I hereby authorize Choice Property Management to investigate the information supplied by me and to conduct inquiries concerning my income, family composition, mode of living, credit, and character for the purpose of verifying and qualifying for residency. A full disclosure of pertinent facts may be made to the Agent and Home Owner.  
**FALSIFYING INFORMATION ON THIS APPLICATION IS GROUNDS FOR DENIAL AND FORFEITURE OF ALL DEPOSITS.**

Signed:\_ Date:\_

Signed:\_ Date:\_

**PERSONAL CHECKS WILL NOT BE ACCEPTED FOR DEPOSIT OR MOVE-IN FUNDS**



## **Fair Housing Policy**

Choice Property Management, LLC ("Barrett-Eastman") firmly believes that choosing a home directly impacts the hopes, dreams, aspirations, and economic destiny of those involved. It is for this reason that Barrett-Eastman is committed to the letter and spirit of the Federal Fair Housing Act, The Arizona Fair Housing Act, and all other federal and state laws enacted to guarantee a housing market free from discrimination.

Choice Property Management policies are based on the following:

### **The Federal Fair Housing Act of 1968, as amended**

For questions about Fair Housing and Equal Opportunity (FHEO), visit <http://www.hud.gov/offices/fheo/>.

### **The Federal Fair Housing Act prohibits discrimination in housing because of:**

- Race
- Color
- National Origin
- Religion
- Sex
- Familial status (including children under the age of 18 living with parents or legal custodians; pregnant women and people securing custody of children under 18)
- Mental or Physical Handicap (Disability)

In the Sale and Rental of Housing: Choice Property Management will not take any of the following actions based on race, color, national origin, religion, sex, familial status or handicap:

- Refuse to rent or sell housing
- Refuse to negotiate for housing
- Make housing unavailable
- Deny a dwelling
- Set different terms, conditions or privileges for sale or rental of a dwelling
- Provide different housing services or facilities
- Falsely deny that housing is available for inspection, sale, or rental
- For profit, persuade owners to sell or rent (blockbusting) or
- Deny anyone access to a facility or service related to the sale or rental of housing.
- Threaten, coerce, intimidate or interfere with anyone exercising a fair housing right or assisting others who exercise that right
- Advertise or make any statement that indicates a limitation or preference based applicant being a member of a protected class.

### **Disabled Persons' Policy:** If a rental applicant:

- Has a physical or mental disability (including hearing, mobility and visual impairments, chronic alcoholism, chronic mental illness, AIDS, AIDS Related Complex and mental retardation) that substantially limits one or more major life activities
- Has a record of such a disability or
- Are regarded as having such a disability

Choice Property Management will not:

- Refuse to let them make reasonable modifications to their dwelling or common use areas, at their own expense, if necessary for the disabled person to use the housing. However, we may permit changes only if tenant agrees to restore the property to its original condition when they move.
- Refuse to make reasonable accommodations in rules, policies, practices or services if necessary for the disabled person to use the housing.

However, housing will not be made available to a person who is a direct threat to the health or safety of others or to anyone who knowingly uses illegal drugs.

### **Landlord and Tenant Relations Indiana Code 32-31** <http://www.in.gov/legislative/ic/2010/title32/ar31/>

### **Occupancy Policy**

Choice Property Management follows the U.S. Dept. of Housing and Urban Development ("HUD") recommended guidelines of allowing two persons per bedroom, plus one person, to lease a property. However, if there are any city or state occupancy requirements governing the property or if the property is located in a condominium, cooperative or homeowners association with more restrictive guidelines, Choice Property Management will defer to their policy and comply with their guidelines as long as they are not obviously discriminatory. Please visit HUD's website for more information: <http://www.hud.gov/>.

### **Dwellings with Pools**

Choice Property Management does not exclude or steer away qualified families with children from renting homes with pools. However, Choice Property Management will: 1) disclose to any potential tenant any known or potential dangers associated with a property, including dangers associated with a pool; 2) seek confirmation from a potential tenant that dangers and potential dangers have been disclosed and that the potential tenants have assumed the risk of such dangers.