



QUORUM TENANT APPLICATION AND SCREENING POLICIES

- 1 Applicants or authorized proxy **MUST VIEW THE INTERIOR OF THE PROPERTY** before submitting their application.
- 2 **INCOMPLETE APPLICATIONS** will not be processed.
- 3 **\$50.00 SCREENING FEE** per adult paid in the form of a personal check, money order, or cashier's check. **No cash or out of state checks** will be accepted.
- 4 **IF MORE THAN ONE APPLICATION IS SUBMITTED AT THE SAME TIME:** We will process completed applications with supporting documents in the order received.
- 5 **SCREENING FEES:** All Adults over 18 years old who intend to reside on the premises must complete an application and each pay the fee.
- 6 **WE NEED FULL NAMES AND AGES OF ALL PERSONS** that will be living at the property.
- 7 **CREDIT REPORT/CRIMINAL BACKGROUND REPORT:** We will obtain a credit report, court records, and criminal background history through CoreLogic SafeRent.
- 8 **FELONY:** If there is a felony on your record, we will make an individualized assessment on a case by case basis. Depending on the following information, which must be provided:
 - a. Crime
 - b. Date
 - c. Age at time of felony
 - d. Nature of crime
 - e. Rehabilitation done
- 9 **INCOME REQUIREMENTS:** Monthly income of three (3) times the monthly rent for apartments and condominium units and four (4) times the monthly rent for houses where tenants pay all utilities. Income will be based on each individual applicant and/or as a group of tenants in common. **Inability to provide income verification of any applicant will be reason for denial of tenancy.**
- 10 Should applicants have no income or minimal incomes subject to the standard, yet meet the other criteria; they may be subject to acceptance with conditions set at Quorum's discretion and mutual agreement of applicants.
- 11 **CO-SIGNERS:** Quorum DOES NOT allow co-signers.
- 12 **LANDLORD REFERENCE:** Quorum DOES NOT accept relatives as landlord references.
- 13 **CURRENT AND FORMER ADDRESS:** List the last two addresses at which you paid rent or mortgage payments, excluding those of relatives. If you are staying temporarily somewhere, do not list it as your Present Address. However, we do need your current temporary address or mailing address for contact purposes.
- 14 **PETS:** Not all properties Quorum represents accept pets. Where pets are accepted we would need the following information:
 - a. Breed of animal
 - b. Name of animal
 - c. Age of animal
 - d. Spayed or neutered.
 - e. We require tenants to sign a Pet Agreement. Pet Agreements become part of the Rental/Lease Agreement and additional deposit may apply.
- 15 **MOVE-IN DATE:** The date applicants intend to occupy the property must be filled in on the application. If the applicant(s) is approved, the move-in date will be the date the rent charges begin. **You must take possession within two weeks of application unless agreed upon.**
- 16 **YOUR PHONE NUMBER / EMAIL ADDRESS:** Please indicate all phone numbers and/or email addresses where you can be reached while your application is being processed.
- 17 **LANDLORD REFERENCES:** Please list landlord's DAYTIME as well as, EVENING phone numbers.

- 18 AGENT REFERENCES:** If you do not have landlord references but have sold your home, give the name of the Real Estate Agent who listed and sold your house. If you own a house you are now renting indicate the person managing the property and their phone number. Provide the rent or mortgage payment amount as well as length of residency of the current tenant.
- 19 IDENTITY VERIFICATION:** We need a copy of your current valid driver's license or state I.D card for each applicant.
- 20 INCOME VERIFICATION:**
- a. **CURRENT EMPLOYMENT:** Please provide a copy of your two (2) most recent earnings statement with your application. We will need your current employer's name and phone number along with position and length of employment.
 - b. **SELF-EMPLOYED:** Please provide a copy of last year's Tax Return including the Schedule C form and a current Income Statement or Quarterly Tax Return with your application.
 - c. **OTHER INCOME:** If you are relying on income from other sources, such as Social Security, Welfare, Child Support, Educational Grants, etc., please provide documentation to verify this income at time application is submitted and where needed, proof payments are being made monthly.

21 ALL APPLICANTS MUST BE PRESENT FOR LEASE SIGNING.

If you have any questions or concerns, please discuss them with the leasing agent before submitting the application.

Please block print Your Name, Social Security number, and Date of Birth legibly, as well as your additional information. We want to be able to read and process this information correctly.

Once you have completed your application(s) and provided the required screening fees and documentation the leasing agent will screen and determine whether it is approved or denied. This leasing agent will submit the application to the property manager and he/she will be the one to notify you of the status of your application

WHEN YOUR APPLICATION IS APPROVED

The property manager will contact you to set an appointment for lease signing and collection of all Required Funds for move-in. Tenant will be provided with a copy of all Lease Documents and is given rent payment envelopes. (Please note: All required funds for move-in must be paid in secure funds. (Cashier's Check or Money Order only) An appointment will be set to complete Unit Condition Report/Property Orientation. Tenants must pay balance of funds owed by a money order or cashier's check before receiving keys. (Subsequent monthly rent payments may be made with an In-State Personal check).

Property Manager will take meter readings and do utility transfers when necessary.

IF YOU'RE APPLICATION IS DENIED

You will be mailed a letter of adverse action (denial) to your last known address, as required by law. Upon your request **CoreLogic SafeRent at 1-888-333-2413** will provide a free copy of the credit report.

THIS DISCLOSURE FORM IS FOR YOUR RECORDS