

Callahan Real Estate, Inc.

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Dear Applicant:

Thank you for taking the time to fill out the application for one of our properties. We actively seek excellent tenants for all of our homes, so we encourage you to complete the application and turn in the supporting documents as quickly as possible, so we can come to a decision. We have outlined our rental process below and we want to make sure that we have everything we need to process the application. Please make sure that you read and sign each part of the application that is designated. We appreciate you applying for our property and if approved we look forward to you living in our home.

APPLICATION PROCESS

We accept multiple applications on every property, just because you have applied for a home doesn't mean that you will get it. We evaluate the applications as quickly as possible and once the evaluation process is complete we decide. If we have more than one application on a property that is approved, we choose the most qualified applicant that will be able to move in the soonest. The other applications will be notified, and they will be able to transfer the application to another home. Normally we will be able to decide on an application in 2-4 business days, it can take longer if rental history or verification takes longer or supporting documents are not included. We encourage you to make sure you have given notice to your current landlord, so they will expect to get the information request and can return it to us quickly.

OUR NON-REFUNDABLE APPLICATION FEE IS \$40 PER ADULT AND MUST BE PAID IN CASH OR MONEY ORDER.

Once your application is approved the security deposit AND first month's rent must be paid in cashier's check, money order, or online. We will need a separate payment for your deposit and rent so please make sure that these are not on the same payment. Your rental payment after the first month may be with personal check or set up online for auto payment on our website.

The following criteria are established to ensure that all applicants for a property managed by Callahan Real Estate, Inc are treated equally and fairly.

GENERAL REQUIREMENTS

- Every resident at least 18 years old must complete an application.
- Incomplete, inaccurate or falsified information of any kind will be grounds for automatic denial.
- A driver's license or photo ID card of each applicant must be copied when application is made.
- Co-signers are not accepted.

INCOME CRITERIA

- The applicant must have some form of income source, employment or verification of starting employment within a reasonable time from the start of the lease.
- If self-employed you need to provide the latest tax return.
- A current pay-stub for the last 2 weeks from your employer or documented proof of income other than employment is required.
- Gross income of applicants must be at least 3 times the amount of the rent. Unemployment is not considered income.
- Child support must be verified by official payment statements or bank statements.

RENTAL CRITERIA

- Applicants should have good landlord references for at least 6 months of the last 18 months. Applicants should be paying a comparable rent (within \$200 of current rent).
- If an applicant has no rental history, or has not paid a comparable rent but otherwise qualifies, a minimum deposit + first and last months rent will be asked for in advance.
- Relatives are not acceptable rental references.
- Applications may be denied for evictions, damages beyond normal wear and tear, illegal activity on the premises, or a balance still owed to a previous landlord.

INITIALS _____

CREDIT CRITERIA

- A credit report will be obtained for every applicant 18 years of age or older.
- All information appearing on a credit report is subject to verification, including previous addresses. An application may be denied for delinquent or insufficient credit.

CRIMINAL CRITERIA

- Any person convicted of a violent felony will automatically be denied.
- All other charges will be evaluated on a case by case basis.

OTHER CRITERIA

- We do not allow certain types of dogs that may have violent tendencies.
- Owners reserve the right to deny any dog or cat so please check with the leasing agent before making application. All pets must be approved by the management prior to making application.
- We do not allow smoking inside any of our homes, please let us know if you are a smoker.
- All pets are subject to pet rent. There is a \$25 rent increase for a pet.
- A pet deposit of \$150 will be collected for each pet less than 20 pounds. A deposit of \$200 will be collected for each pet over 20 pounds.
- If at any time an unauthorized pet is discovered you will be evicted immediately.

FAIR HOUSING

Callahan Real Estate adheres to all requirements of the Fair Housing Laws. We do not discriminate against any applicant for reasons of race, color, creed, national origin, sex, and marital status, physical or mental disability.

ACKNOWLEDGEMENT

By making application for the property, you acknowledge that these verifications will be done and give permission for us to do so.

Please sign and date this letter where indicated below and return it with your signed application and application fee. The application fee must be received before your application will be processed. Thank you for submitting your application. We sincerely hope that you will be a long-term resident with us and refer your family and friends to us.

I have read the criteria for application and will comply with all policies outlined above. I understand that my application may be denied for any of the above reasons and that my application fee is non-refundable.

Applicant

Date

CALLAHAN REAL ESTATE , INC

RENTAL APPLICATION

Please print so we can read the information any unreadable handwriting will prolong the application process.

Property address you are applying for: _____

Desired move in date: _____ Rent: _____ Deposit: _____

Personal Information

Name(First, Middle,Last): _____

Date of Birth: _____ SSN: _____

Phone Number: _____ E-mail: _____

Residence Information

Current Address: _____

City, State & Zip: _____

RENT or OWN (circle one) Landlord Name _____

Contact information: _____

Rent Amount: _____ Move In Date: _____

Previous Address: _____

City, State & Zip: _____

RENT or OWN (circle one) Landlord Name _____

Contact information: _____

Rent Amount: _____ Move In Date: _____

Initials: _____

Employment Information

Current Employer: _____ Start Date: _____

Address: _____ Phone: _____

Supervisor: _____ Phone or Email: _____

Monthly Gross Income: _____ Secondary Income: _____

Please list any other people below that will be living at the property.

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Please list any pets that will be living at the property.

Dog or Cat (circle one) Breed: _____ Full Grown Weight: _____

Dog or Cat (circle one) Breed: _____ Full Grown Weight: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____

Address: _____ Phone: _____

Other Information

Have you ever been convicted of a crime? YES NO

Have you ever been evicted? YES NO

Are you related to any past or present landlords? YES NO

Have you ever had a home foreclosed on? YES NO

Are you a smoker? YES NO

Initials: _____

CONSENT TO PERFORM CREDIT, BACKGROUND AND REFERENCE CHECKS

I, _____, (rental applicant), authorize and permit Callahan Real Estate, Inc. (rental owner/manager) to perform background checks and obtain information about me from credit reporting sources, current and previous landlords, personal and professional references, employers, banks and law enforcement agencies. I also authorize and give permission for all parties listed to disclose any information requested about me to the rental owner or manager stated above. I further authorize and permit the rental owner or manager to obtain updated information annually and on future occasions for rental renewal consideration and for collection purposes should that be deemed necessary. Thanks to all parties for your cooperation with this matter.

Rental Applicant Name (Please PRINT): _____

Rental Applicant (signature) _____

Social Security Number _____

Date of Birth _____

Date _____ Phone _____

AGENCY REPRESENTATION

Applicant acknowledges that Callahan Real Estate, Inc. is the exclusive agent and representative of the Owner of this rental property and does not, in any way, have any fiduciary or other agency responsibilities to Applicant.

I certify the above information is true and correct and I hereby authorize verification of the same. I understand this will include, but not be limited to the obtaining of a credit report, rental history, employment verification and background check. I agree to furnish additional information upon request.

Any information that proves to be false will result in my application being rejected. I understand if I am approved and place a deposit on any property and fail to sign the lease and occupy the property within the two (2) week time period, the deposit will be forfeited. I understand that Callahan Real Estate can and will accept more than one application on this property and will use its sole discretion in selecting the best-qualified applicant. I also understand the application fee is non-refundable.

Applicant Signature

Date