

## **We thank you for your interest in renting from Cardinal Properties Inc.**

When completing your application please fill in each blank. If the question doesn't apply to you, indicate N/A; all spaces must be filled. **Each adult member of the household must complete a separate application.**

Once you have selected and decided on a rental unit we will process your application. **There is a \$20.00 processing fee per person which covers the handling of your application and cost of your credit report.** If a third party guarantee is required an additional \$10.00 processing fee will be required. **All processing fees are non-refundable.**

We cannot guarantee that any unit you have seen will be available by the time your application processing is complete.

If your application is approved and your move-in date is not immediate, a holding deposit will be taken. Should you decide not to rent the unit, you will be charged a per day fee equal to a day's rent until a new tenant is approved, not to exceed 30 days or the amount of your deposit.

You will be required to pay at least the first month's rent and security deposit in advance.

We do business in accordance with the federal fair housing law.

### **Application Policies**

In order for an applicant to be considered for tenancy, the Applicant must meet the following minimum requirements. **(Initial each line)**

\_\_\_\_\_ Each individual in the household over 18 years old will need to complete a separate application and pay the \$20 application fee. Submitted applications become the property of Cardinal Properties, Inc. and will remain on file for 6 months. After 6 months, a new application and fee will be required.

\_\_\_\_\_ **Income Requirements:** Income for the household should equal 3 times the rental amount, in net (after taxes) income.

\_\_\_\_\_ **Income Documentation:** For employment, you will need to submit a copy of your 2 most recent pay stubs. Permanent employment of at least 4 months at the same job is preferred. Current and/or previous employers will be contacted to verify income and longevity.

Pension/Social Security/Other Income: a copy of your most current award letter is required.

Self-employed persons must show at least one year's tax return (corporate, K-1, or 1040 schedule C) and 3 months bank statements (statements must show name on the account).

These are minimum requirements; Cardinal Properties might require further documentation.

\_\_\_\_\_ **Credit Requirements:** We will run a credit report to evaluate the prospective tenant's history of meeting financial obligations.

Any applicant with evidence on the credit report that they owe a prior landlord shall be automatically disqualified. Collections or past due amounts to utility companies must be paid off. Other items on your report, such as unpaid tax liens, delinquencies, and returned checks, can affect your approval.

Consideration may be given for medical and student loan collections.

\_\_\_\_\_ At least 2 years of rental history or homeownership is preferred. Prior landlords will be contacted to inquire about payment history, property care, lease violation history, etc. Inability to contact previous landlords may result in a denial of the application. An eviction or money owing a previous landlord will result in an automatic disqualification. A minimum of three references (landlord and/or personal) are required. References cannot be relatives.

\_\_\_\_\_ A copy of a Government Issued Photo ID. ID must be provided. Acceptable forms of ID include Driver's, Military ID, etc.

### **Criminal History Policy**

1. Anyone with a felony conviction must have spent six months on probation, and must have NO probation violations or repeat offenses.
2. Anyone convicted of a drug charge; this includes using, manufacturing, distributing, or possession; must have completed all required probation. Anyone failing a drug test as a condition of probation will not be accepted as a tenant.
3. Anyone listed on the sexual or violent registry will not be accepted as a tenant.

### **Pet Policy**

1. Only established pets will be considered. A pet profile and references that include knowledge of your pets is required
2. Pets must be at least one year old. Puppies and kittens are not accepted.
3. If a pet is approved, an additional deposit will be required. Tenant may also need to have a renter's insurance policy which covers pets.
4. Owners of multiple pets should contact our office to ensure the property will accept more than one pet. Deposit will increase per pet.
5. If a pet is allowed on the property, it shall not be one of the breeds considered vicious by insurance company standards: Pit Bull, American Pit Bull, American Staffordshire Terrier, English Bull Terrier, Rottweiler or Wolf Hybrid. Additionally, these breeds may not be accepted: Akita, Berner Sennenhund, Burmese Cattle Dog, Canary Dog (including Perro de Presa Canario), Chow, Doberman, Husky, Karelian Bear Dog (including Russo-European Laika), Rhodesian Ridgeback.  
The foregoing applies to both purebred and mixed breed dogs.
6. Ferrets are not accepted.
7. No pet sitting or visiting is allowed.

### **Smoking Policy**

1. Not all properties will accept smoking.
2. Smoking might not be allowed anywhere on the property, whether the applicant smokes inside or outside.
3. If smoking is considered, tenant may be required to pay an additional deposit.
4. If tenant's application is accepted, the tenant will be required to use air purifiers during the term of tenancy to help eliminate smoke odor and residue.

### **Houses on Acreage**

Tenants do not have use of acreage the house is on without prior written approval.

### **Medical Marijuana**

Growing of medical marijuana is not allowed at rental properties.

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Applicant Signature

Date

I have read and understand the application policies and procedures.