

ALL SEASONS, LLC APPLICATION PROCEDURES & COVER SHEET

TO SEE ONE OF OUR RENTAL HOMES:

- All of our rental homes are shown personally by a representative of All Seasons, LLC or if you are working with another Broker, they may show you the home with proper authorization
- All Seasons, LLC shows rental properties during normal business hours seven days a week. We do not show on holidays.
- Please remember that you may be seeing the property before it is ready for final occupancy. All properties are cleaned according to our strict guideline prior to move-in.
- All representatives of All Seasons, LLC are agents of the property owner and work in the owner's best interest
- All representatives of All Seasons, LLC work with tenants and prospective tenants as Customers

IF YOU DECIDE TO SUBMIT AN APPLICATION:

- Anyone 18 years of age and older that will be occupying the property must submit a separate application
- The application fee must be paid prior to running the application. The application fee is non-refundable and **does not** apply towards any eventual security deposit or rent.
- A copy of your current drivers license and/or military ID must be attached to the application.
- **All required fields of the application and attachments must be completed and all paperwork must be signed. If any of the application submitted paperwork is deemed to be incomplete we have the right to decline your application.**
- Military applications must be submitted with a current LES attached. Please include tax returns on self employed and bank statements for income that cannot be documented in any other way.
- Roommates must be able to **individually** qualify for the property. This means if only one tenant is left in the property, the remaining tenant would be able to pay the entire rent.
- **Convicted felons will NOT be accepted for any of our properties.**
- **All Seasons, LLC does not under any circumstance accept American Staffordshire Terriers (Pitt Bull Terriers), Chows, Rottweilers, German Shepherds, Doberman Pinschers, Wolf Hybrids or any mix of the above breeds. Final decision as to whether your dog falls into any of these categories is the sole discretion of All Seasons, LLC. No aggressive dogs are allowed on the properties and if later, we determine a dog is aggressive, the dog can be removed from the property at our discretion. All pets may require renters' insurance at the request of All Seasons, LLC. ALL animals/pets must have written approval prior to acceptance.**

APPLICATION FEES:

- Application fee is \$25.00 per person over 18 years of age. If you are applying on line, this fee must be paid by credit card. If you are delivering funds to our office a check or cash must be attached for the total and exact amount

APPLICATION PROCESS:

- Applicant understands that All Seasons, LLC can and will accept more than one application on this rental property and that All Seasons, LLC has the sole discretion to select the best qualified tenant.
- Applications may take up to 3 business days to complete and are only processed Monday-Friday 9-5 PM excluding holidays.
- A complete credit and background check are processed on every applicant
- Landlords and employers are contacted to verify information
- The approval decision is not based on credit score alone. It is based on ability to pay, credit report, background check and references. Approval is not decided on a first come basis. All Seasons, LLC may choose not to disclose ALL reasons for being denied.
- Additional security deposit may be required for all or any of the reasons listed above and All Seasons, LLC reserves the right to simply deny the application.
- After carefully reviewing the completed application packet, a management team makes the final decision.
- You will be contacted by phone to let you know if you have been accepted or denied.
- If you have been denied, a denial letter will be sent to the address on your application.

IF YOUR APPLICATION IS ACCEPTED:

- **Your holding deposit must be received within 24 hours of being notified of your acceptance. This does not mean we are taking the property off the market or that we stop showing the property.**
- A holding deposit of at least ½ of the security deposit is due. The holding deposit is non-refundable if the applicant does not take possession of the property for whatever reason by the agreed move-in date
- You will be notified when your lease is ready for pick-up. You will have 24 hours to pick up your lease after notification that it is ready. A video is provided in this packet to explain all the paperwork you will be signing. You must indicate on the lease that you have listened to and understood the video presentation.
- Advertising is NOT removed on the property until a SIGNED lease is returned to our office.
- You may review the video and paperwork in the convenience of your own home, or it may be viewed in our office building during normal business hours. The applicant must return the signed lease paperwork within 48 hours of receipt.
- Unless other arrangements have been made, the balance of the security deposit and the full or prorated first month's rent are also due before keys will be given to tenant.

INITIAL INDICATING YOU HAVE READ & UNDERSTAND THE ABOVE INFORMATION

June 2007/updated 12/2007, 2/2008, 06/2008, 10/30/2009, 04/09/2010, 10/5/2010