

# APPLICATION PROCESS

Welcome to RE/MAX Elite Properties. **We ask that you review our criteria for approval prior to sending out** the application and please feel free to discuss any concerns you may have in regards to the criteria and/or application process. Thank you for your interest in RE/MAX Elite Properties.

## APPLICATION PROCESS

### Application:

The fee to process your application is **\$40.00** cash or money order. Please allow 5 business days to process your application. This may vary depending on the timelines of responses from previous landlords and current employers. While your application is processed, the property applied for will remain on the available list until you are approved and have placed a deposit.

### Deposit:

Once notified of your application approval you will be asked to place your security deposit which is equivalent to one month's rent amount. The security deposit **MUST BE IN THE FORM OF A MONEY ORDER OR CASHIER'S CHECK**. Please **do not** include rent monies with your security deposit.

### Rent:

Once you have placed your security deposit, RE/MAX Elite will place a 14 day hold on your property in order for you to have time to move into your new home. Your first month's rent or pro-rated amount is due on the day you pick up the keys. Please ask concerning pet size limits on each property.

### Rental History:

No more than 1 late payment for any 12 month period.

### Income:

Rent cannot exceed 33 percent of gross monthly income (before taxes).

Rent plus all long term debt cannot exceed 50 percent of gross monthly income.

### Credit Report:

No repossessions or collections within the last 2 years.

No more than 3 late payments within the last year on credit cards or other loans.

### Bankruptcy:

No late payments or collections for two years from the bankruptcy date.

### Evictions:

No evictions in the last 7 years.

### Criminal record:

No convictions of any felony within the last 7 years.  
No more than 2 arrests within the last 7 years.

### Pet Policy:

Due to the nature of the breed, RE/MAX Elite does not accept Rottweiler, Pit bulls, Chows, German Shepherds, Doberman Pinchers or any mix of these breeds. An additional \$250.00 is required of those with pets. \$125.00 being refundable and \$125.00 being non-refundable. Please ask concerning pet requirements on each property.