



SCREENING CRITERIA AND DISCLOSURE

*All applicants will be charged a **\$55.00** application fee per adult (18 or older)

***THE APPLICATION FEE OF \$55.00 PER ADULT IS NON-REFUNDABLE**

*Each adult over 18 is required complete a separate application form. It would be in your best interest to confirm that your rental requirements are not outside of our tenant criteria with multiple adult roommates, eviction history, foreclosures, bankruptcies, job loss, minimal income, low credit scores (below 500), unusual pets, large pets, multiple pets, multiple families, or anything that would cause your application to be rejected.

Wanting to offer less than list price for the home will cause your application to be delayed or rejected

We do not prescreen Applications. Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements below. We encourage you to apply if you meet the below criteria:

WHEN THE ON LINE APPLICATION IS COMPLETED, WE WILL PROCESS YOUR APPLICATION – CHARGING THE \$55 APPLICATION FEE.

This application, background information, credit scores, rental history, criminal history, and employment verification will be viewed by Professional Rental Operations™ Employees, and possibly the Property Owner.

*****Multiple Applications May Be Reviewed in Choosing an Applicant*****

Lease Criteria in Applying for a Home: Before you apply for a home, read the following information concerning the approval process. If you have any questions, contact our office during normal business hours Monday to Friday 9 AM to 4 PM Eastern Standard Time.

Application Process & Screening Criteria: Professional Rental Operations™ is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, gender identity or age. We also comply with all state and local fair housing laws. Anyone who wishes to apply may apply online*. Each occupant over the age of 18 must complete an application and pay the **\$55.00** application fee. Approval is based on **SEVEN** factors:

- Credit History
- Employment Verification and History
- Income Verification
- Rental Verification and History
- Criminal Background Check
- Terrorist Database Search
- Animal Criteria

Identification: Each applicant is required to provide a copy of a legible Government issued photo identification card. A photo of your identification card can be sent to: applications@theprolandlords.com

Income Verification: Income should be at least three (3) times the monthly rent and verifiable from an unbiased source: employer through pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with a CPA-prepared financial statement or tax returns. Your employment history should reflect at least 6 months with your current employer. Transfers or relocations must have correspondence showing an accepted job offer. Any verification fees required by the employer must be paid by applicant. Applicants who do not meet the above employment or income requirements must submit Savings Account statements showing a minimum average balance equal to 8 months of rental payments, for the last 6 months.

Employment: We require verifiable employment history for at least the past three (3) years. You must be a permanent employee (not temporary or probationary). If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), bank statements, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES. If you are active-duty military, you must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease. If a student, you must have a co-signer that meets employment requirements or show that your rent will be built into your financial aid.

Residence History: We require verifiable residence history for at least three (3) years whether you currently own or rent. Applicants are responsible for providing information including the names, addresses, phone numbers and email address, of Landlords with the dates of tenancy for the previous 3-5 years. Rental history must be verified from unbiased sources. Home ownership will be verified from a current credit report. We can accept base housing as rental history. Any evictions will be automatic grounds for denial. Broken leases will be considered on a case-by-case basis and an additional security deposit may be required.

Credit History: We will obtain a copy of your credit score. You cannot provide this to us, we will obtain this ourselves. Credit history should show that the resident has paid bills on time and does not have a history of debt "write-offs" or accounts that have gone into collection. Money owed to a previous landlord or utility company is cause for denial.

Errors & Omissions: Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for – however, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all tenants to verify schools, allowable pets, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in the advertisement does NOT constitute a written agreement or guarantee of the facts stated.

Criminal, Sex Offense, and Terrorist Database Check: We will check these databases for all occupants over 18. We do not rent to any person required to register as a sex offender. Criminal backgrounds involving violent crimes, sex offenses, domestic violence and/or involving the possession/distribution of weapons or illegal substances are all grounds for denial of an application. An exception may be made for type and or age of offense, please provide details to the Property Manager.

Preferred Tenant Program for Well Qualified Applicants

Professional Rental Operations™ has designed a program to give approved applicants an opportunity to ease the burden of up-front expenses when leasing one of our homes by not forcing tenants to pay a security deposit. If approved for this program, the tenant will have the option to choose a monthly fee equal to 1% of the monthly rent – OR

– choose the security deposit option payable at lease signing. This is an OPTIONAL program only offered on a case by case basis with the Landlord or Professional Rental Operations™ maintaining full authority to rescind this offer at any time, for any home.

This program is only offered to well qualified applicants with the following criteria:

- 1) Combined credit score of 615+.
- 2) At lease signing, pay a one-time Preferred Tenant Program Admin Fee of \$95.00.
- 3) Pay monthly Preferred Tenant Program Fee = 1% of the monthly rent (minimum \$10/month).
- 4) Pre-authorize end of lease final accounting charges by providing bank account information.

1% Rates for Monthly Preferred Tenant Program Fee vs Security Deposit

1% Rent = Cost Per Month -OR- Sec Dep			1% Rent = Cost Per Month -OR- Sec Dep		
\$1,000	\$10.00 *Minimum	\$1,050	\$1,900	\$19.00	\$1,950
\$1,100	\$11.00	\$1,150	\$2,000	\$20.00	\$2,050
\$1,200	\$12.00	\$1,250	\$2,100	\$21.00	\$2,150
\$1,300	\$13.00	\$1,350	\$2,200	\$22.00	\$2,250
\$1,400	\$14.00	\$1,450	\$2,300	\$23.00	\$2,350
\$1,500	\$15.00	\$1,550	\$2,400	\$24.00	\$2,450
\$1,600	\$16.00	\$1,650	\$2,500	\$25.00	\$2,550
\$1,700	\$17.00	\$1,750	\$2,600	\$25.00	\$2,650
\$1,800	\$18.00	\$1,850	\$2,700+ Scales Up Accordingly		

End of Lease Agreement and Tenant Move Out: After Professional Rental Operations™ conducts a final move out inspection, any damage to the home (above normal wear and tear) will be directly billed to the tenant's bank account per the lease agreement up to a maximum amount equivalent to one month's rent. The outgoing tenant will receive a copy of the final inspection along with an itemized final bill considered due and payable upon receipt. Outgoing tenants failing to pay in a timely manner will be turned over to a 3rd party collection agency.

Six (6) Month Lease Agreement Option = Rent + 20%

Should an applicant request a 6-month initial lease agreement, Professional Rental Operations™ charges an additional 25% on top of the advertised rental rate.

Advertised Rent = \$1,500 Per Month. Add in 25% for 6 Month Lease Option = \$375 Per Month.

Total Monthly Rent for 6 Month Lease Option = \$1,875

Contingent Approval – Risk Mitigation Fee – Tenant Score Based

Professional Rental Operations™ can offer applicants with lower than a 615 Credit Score with an opportunity to rent from us by offsetting the monetary risk for the owner, and the management company. Applications may still be approved with less than a 615 credit score. Combined Credit Scores of 615 or higher are usually approved with normal rents, as advertised admin fees, and the advertised security deposit.

Applicants with Less Than a combined 615 Credit Score May be Subject to a Risk Mitigation Fee, or other proposed terms, as outlined below:

Combined score of **614 to 594** will require an additional risk mitigation fee of **1.50x monthly rent**.

Combined score of **593 to 550** will require an additional risk mitigation fee of **1.75x monthly rent**.

Combined score of **549 and below** will require an additional risk mitigation fee equal to **2x – AND -** are subject to review and approval by upper management.

Denied Lease Approvals: Any combined Credit Score under 500 is declined.

Calculating for the Combined Credit Score of Multiple Applicants: Add the two scores together for both (or more) applicants and divide by the number of applicants in the home to arrive at the determining number for the approval process.

Example: 1) Applicant ONE has a score of 600 2) Applicant TWO has a score of 550

Gross Score = 1,150. Divide by Two = $(1,150/2) =$ **575 Combined Score** = **1.75x monthly rent mitigation fee**

Offering an approval based upon a total credit score below a 615 comes with inherent risk to the landlord and property manager. As the apartment industry has done, an approval can be offered even to tenants with less than perfect credit as long as they can pay the additional fee associated with their tenant credit scores to offset the risk involved for all parties.

Preferred Tenant Program: Approved applicants under a Contingent Based Approval with a Risk Mitigation Fee still qualify for the Preferred Tenant Program with the following criteria:

- 1) At lease signing, pay a one-time Preferred Tenant Program Admin Fee of \$105.00.
- 2) Pay monthly Preferred Tenant Program Fee = 3% of the monthly rent (minimum \$30/month).
- 3) Pre-authorize end of lease final accounting charges by providing bank account information.
- 4) Approved Applicants under the Risk Mitigation Program may opt for a security deposit of 2x One Month's Rent in lieu of paying a 3% monthly Preferred Tenant Program fee.

3% Rates for Monthly Preferred Tenant Program Fee vs Security Deposit of 2x of Monthly Rent

3% Rent = Cost Per Month -OR- Sec Dep			3% Rent = Cost Per Month -OR- Sec Dep		
\$1,000	\$30.00 *Minimum	\$2,000	\$1,900	\$57.00	\$3,800
\$1,100	\$33.00	\$2,200	\$2,000	\$60.00	\$4,000
\$1,200	\$36.00	\$2,400	\$2,100	\$63.00	\$4,200
\$1,300	\$39.00	\$2,600	\$2,200	\$66.00	\$4,400
\$1,400	\$42.00	\$2,800	\$2,300	\$69.00	\$4,600
\$1,500	\$45.00	\$3,000	\$2,400	\$72.00	\$4,800
\$1,600	\$48.00	\$3,200	\$2,500	\$75.00	\$5,000
\$1,700	\$51.00	\$3,400	\$2,600	\$78.00	\$5,200
\$1,800	\$54.00	\$3,600	\$2,700+ Scales Up Accordingly		

This program is offered on a Case by Case basis only ---weighing heavily on other factors outside of credit score to include income and rental history Professional Rental Operations™ maintains the right to retract this offer for any applicant based on other criteria associated with the application process.

INFORMATION ON ANIMALS

Rental Criteria for Animals: Animal policies vary from one homeowner to another. Some owners do not permit animals (other than approved service animals) on the property, while others restrict type and/or size of allowable animals. No more than two animals per household are permitted without specific approval. On a case by case basis, Professional Rental Operations™ will allow for Restricted Breed dogs that are all are any portion of mixed with the following breeds:

*Akita	*Rottweiler	*Doberman
*American Bulldog	*Bull Terrier	*German Shepherd
*Great Dane	*Bullmastiff	*Husky or Siberian Husky
*Chow	*Presa Canario	*Pit Bull
*Staffordshire Terrier	*Wolf Type Dog	*Combination of Any

Each approved animal in this list will incur an additional monthly fee of \$25.00 per animal.

Tenants may be evicted for misrepresenting any of the above type of dog, as well as for being in possession of any poisonous, dangerous, endangered species or otherwise unauthorized animal. Our animal policies are strictly enforced and can be grounds for eviction.

Service Animals: Any requests to allow for certified service animals must be accompanied by current documentation and will be reviewed by a law firm for accuracy.

We require with your application, a picture of each animal that will be on the property. The approval process and final determination of breed will be the responsibility of Professional Rental Operations™. These determinations are final.

Email a Picture of the Requested Animal to: info@prorentalops.com

---We may require you to bring the animal(s) to our office in person for final approval---

Standard Animal Fees and Deposits (non-breed specific from list above):

<u>Lease Signing:</u>	\$30.00 Animal Administration Fee Per Approved Animal.
<u>Application:</u>	\$35 Animal Application Fee Per Animal
<u>Monthly:</u>	\$30.00 Animal Administration Fee Paid Monthly Per Approved Animal.

Restricted Breed List Approved Animals:

<u>Lease Signing:</u>	\$30.00 Animal Administration Fee + \$25.00 Restricted Breed Fee
<u>Application:</u>	\$35.00 Animal Application Fee Per Animal + \$25.00 Restricted Breed Fee
<u>Monthly:</u>	\$30 Animal Admin Fee Monthly Per Animal + \$25.00 Restricted Breed Fee

Dog Liability Insurance: All approved restricted breed dogs must comply with the following:

- 1) Purchase Dog Liability Insurance with a minimum coverage of \$100,000 per incident.
- 2) Name Professional Rental Operations™ as “ADDITIONALLY INSURED” on this policy and provide proof.

Recommendations: Conduct a Google Search for “Dog Liability Insurance” online and seek several quotes from insurance providers licensed in Maine for your pet.

This must be completed and presented to your property manager prior to move in.

RESIDENT BENEFITS PACKAGE: \$35.50 Per Month

Included with **ALL** lease agreements under Professional Rental Operations™ is the ***Resident Benefits Package***. Tenants will be named as Additionally Insured under our Master Insurance Policy. Tenants would be responsible for any charged deductibles of \$500 per incident for claims. These features are included for \$35.50 per month.

1) \$100,000 Tenant Liability Insurance Coverage Provided Under Our Master Policy. Benefit: Tenants are covered under our master policy for \$100,000 in liability. Tenants may opt out of this coverage by providing proof of an insurance policy covering the rental property with a minimum of \$100,000 Liability to Landlord insurance and naming Pine State Property Management, LLC D/B/A Professional Rental Operations™ as an "ADDITIONAL INSURED". Tenants that opt out of the insurance portion of this package will have the package rate reduced by \$9.50/month.

In the event of a claim: Tenants are instructed to contact Professional Rental

Operations™ for claim submission.

2) No Additional Charges for All Rental Payment Options to Include In-Person, ACH, or Check. Benefit: Tenants simply pay their rent plus the \$35.50 per month for an all-inclusive payment.

3) Included Tenant Portal for Maintenance, Payment Options, and Electronic Statements. Benefit: Tenants have free access to our Tenant Portal to submit maintenance requests, pay online using all included payment options to include the automatic ACH option, and have access to electronic statements.

4) Free Credit Reporting for All Rental Payments made during this Lease to Experians RentBureau. Benefit: Tenants receive the benefit of positive credit reporting for all on-time rental payments.

7) 24/7 Maintenance Hotline with Live Phone Support. Benefit: Tenants can reach a live person after hours for emergency maintenance concerns.

8) One Time Returned Payment Fee Forgiveness. Benefit: Professional Rental Operations™ will grant a one-time waiver of a returned ACH or Check payment fee.

Frequently Asked Questions:

Can I opt out of this *Resident Benefits Package*? Yes – But only the Insurance Portion. Professional Rental Operations™ is providing the ***Resident Benefits Package*** to all tenants. The included insurance coverage is under Professional Rental Operations™ as a Master Policy and applied to each home under management. Tenants receive the benefits of the coverage without applications, credit checks, or billing.

What if I have my own Renters Insurance coverage? The ***Resident Benefits Package*** will apply to all homes and tenants under the our Master Policy. **Tenants may opt-out of the insurance portion of this program by showing proof of Minimum Liability to Landlord Insurance of \$100,000, and naming Pine State Property Management, LLC D/B/A Professional Rental Operations™ as *ADDITIONALLY INSURED* for a cost difference savings of \$9.50 per month.**

NOTICE TO ALL APPLICANTS: NO SMOKING is permitted inside the home or garage.

Disabled Accessibility: Any concerns should be submitted in writing to the property manager. We must obtain Owner approval to allow modification of the premises. All modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents). We require written proposals detailing the extent of the work to be done, approval from the landlord before modifications are made, appropriate building permits with required licenses made available for the landlord's inspection, and a restoration deposit may be required per Fair Housing guidelines.

SCHOOL BOUNDARIES: School Enrollment concerns should be investigated prior to submitting your application. Applicants must verify their own school information with the school district. Because of the expansive growth in this region, school enrollments get capped and designation boundaries may change. We highly recommend you contact the local school district should any of the school boundaries be a concern for the home you would like to rent.

*****IT IS THE DUTY OF THE APPLICANT TO VERIFY SCHOOL BOUNDARIES****

SEX OFFENDERS: Applicants should satisfy their concerns regarding crime statistics or the presence of any sex offenders in the area, before submitting an application. This information is available free of charge on the internet at the below sites. *****WE DO NOT RENT HOMES TO REGISTERED SEX OFFENDERS*****

REASONS FOR DENIAL OF APPLICATIONS:

- If you failed to give proper notice when vacating a property.
- If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior or that of any family member, guest (welcome or not), or any animal on the property during your tenancy.
- If you have had three or more late payments of rent within the last 12 months.
- If you have an unpaid collection filed against you by a Property Management Company or landlord.
- If an unlawful detainer action or eviction has occurred.
- If you have recently received a 7-day notice to vacate due to lease violations.
- If you have less than a 615 combined credit score and refuse to abide by the additional Risk Mitigation fee as outlined above.
- If you have had two (2) or more NSF checks within the last 12 months.
- If you have allowed any person(s), not on the lease, to reside on the premises.
- If we are unable to verify your information, we must deny the application.
- No Businesses operated from property. If you have a home-based Business that you think we might approve please let the Property Manager know.
- If you violate any of our terms of service during this application process.
- Applicant requests re-wording or removing any paragraphs in the Lease Agreement.

APPLICATION APPROVAL: All approved applicants will receive further instructions via email.

Lease Agreement with Security Deposit:

At approval, the advertised security deposit amount will be **required within 48 hours** in certified funds.

No Security Deposit Option Lease Agreement:

At approval, the **Amount Due to Reserve Property** equal to **One Month of Advertised Rent** will be **required within 48 hours** in certified funds. This payment will be credited towards rent upon move in.

START OF LEASE:

Vacant Homes --- Professional Rental Operations™ has a policy that all leases on vacant homes must begin within 10 days of application approval. We are unable to hold the home rent free without a lease agreement longer than that time.

Occupied Homes --- Professional Rental Operations™ will typically advertise a first available date with all of the homes we manage. In some cases, those dates will need to change due to circumstances beyond our control. We ask the approved incoming tenant be flexible in some cases. We understand the burden this can create and strive to advertise a solid date so incoming tenants can plan accordingly.

Leases starting within 5 days of the end of the month --- We will require the next full month's rental amount with the pro-rate.

OPTIONAL: Move In With Lockbox Access As an optional feature during the lease process and move in of your new home, we can offer the convenience of gaining access for the first time without having to check out keys from our office. **With this optional program, tenants may gain access to their new home through our lockbox for an optional additional charge of \$25.00.**

A separate form will be sent to you for review and signature during the lease approval process.

Move-In Orientation & Inspection:

All new tenants at lease signing will pay a one-time *Move-In Orientation Fee* of \$25.00. Within the first three (3) business days of the tenant move in, arrangements will be made for a walk-through inspection and home orientation.

The Move-In Orientation will be arranged and conducted with a staff member. Any requested work orders must be submitted separately from this and you will need to complete and return the Move In Check List within the prescribed time in the Lease Agreement.

The staff member will provide the tenant with a brief orientation and instruct them on basic home maintenance, including changing air filters, unclogging a garbage disposal, water cut-offs, smoke alarms, fuse & breaker box locations, and GFCI resets. The written report will include interior and exterior photos. The exterior will be documented with photos of all four sides of the home, the roof, any exterior equipment, and yard. Interior photos will be of each room, included equipment, any damaged or defective conditions, and an overall view of most areas. A copy of this report will be sent to the tenant and will remain on file for record.

What Our Tenants Want You to Know:

- 1) Professional Rental Operations™ conducts periodic annual inspections of the home you will live in. We take pictures of the interior and exterior of the home during that inspection. This information is kept on record and shared with the owner. **If this standard annual inspection procedure is going to cause you a problem – we recommend you stop now and do not apply for one of our homes.**
- 2) During the last 60 days of your lease agreement – a sign and lockbox may be placed on the home and you may be required to show the home to prospective new tenants. You may opt out of this arrangement, but it will cost an additional fee of one month's rent to do so.
- 3) Professional Rental Operations™ is a **ZERO TOLERANCE** company regarding rent collection. Rent is due the 1st of each month, late the 15th of each month. Late fees begin midnight on the 15th of the month. Late fees will be applied with no exceptions in accordance with all Federal Fair Housing laws.
- 4) **Site Un-Seen Application and Approval.** It is possible to apply for the home, be approved, and sign a lease agreement without ever seeing one of our homes in person. In such a scenario, we require an incoming approved tenant to sign a Site Un-Seen Addendum to the Lease Agreement.
- 5) **In Person Lease Signing Fee: \$100** --- There is a fee of \$100 in person lease signing fee. If you wish to sign the lease in person, instead of online, you will be charged this fee.
- 6) **Resident Benefits Package: \$35.50 Per Month** --- See the Paragraphs Above.
- 7) **Move-In Orientation Fee: \$25.00** --- This fee covers the Move-In Orientation & Inspection.
- 8) **If approved - the Preferred Tenant Program (Security Deposit opt-out) incurs a \$95.00 start-up fee.**

Upon completion of your Application, you will be notified in writing of your Approval / Denial / or Offer of Other Terms within 2-3 Business Days.