

SCREENING CRITERIA AND DISCLOSURE

*Each adult over 18 is required to complete an 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 pre-screen 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

WHEN THE ON LINE APPLICATION IS COMPLETED, WE WILL PROCESS YOUR APPLICATION

This application, background information, credit scores, rental history, criminal history, and employment verification will be viewed by General Property Management, LLC, 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 Central Standard Time.

Application Process & Screening Criteria: General Property Management, LLC 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, or age. We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one. Each occupant over the age of 18 must complete an application. 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 gets attached by applicant to the application.

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.

Students: Students attending college may use other forms of income such as student loans and parental support.

Residence History: We require verifiable residence history for at least two (2) years whether you currently own or rent. Applicants are responsible for providing information including the names, addresses and phone numbers, of Landlords with the dates of tenancy for the previous 2-5 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 within the previous 5 years 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 tenant credit score from TransUnion. 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.

Month-to-Month Lease Agreement Option = Rent + 20%

Should an applicant request a 6-month initial lease agreement, General Property Management, LLC charges an additional 20% on top of the advertised rental rate. Month-to-month lease agreements are not available at all locations. There is no vacating during the months of December, January, February and March.

Advertised Rent = \$1,500 Per Month. Add in 20% for 6 Month Lease Option = \$300 Per Month.

Total Monthly Rent for 6 Month Lease Option = \$1,800

Contingent Approval – Risk Mitigation Fee – Tenant Score Based

General Property Management, LLC can offer applicants with lower than a 615 TransUnion Tenant 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 TransUnion Tenant score. Combined Tenant 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 TransUnion Tenant Score May be Subject to a Risk Mitigation Fee, or other proposed terms, as outlined below:

Combined TransUnion Tenant score of **614 to 594** will require an additional risk mitigation fee of **\$100.00 and \$10/month**.

TransUnion Reference: *Low Accept*

Combined TransUnion Tenant score of **593 to 550** will require an additional risk mitigation fee of **\$250.00 and \$25/month**.

TransUnion Reference: *Conditional*

Combined TransUnion Tenant score of **549 and below** will require an additional risk mitigation fee equal to **\$550.00 and \$55/month** – **AND** - are subject to review and approval by upper management.

TransUnion Reference: *Refer*

Denied Lease Approvals: Any combined TransUnion Tenant Score under 500 are declined.

Calculating for the Combined TransUnion Tenant Score of Multiple Applicants: Add the two TransUnion Tenant 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 TU Score of 600 2) Applicant TWO has a TU Score of 550

Gross Score = 1,150. Divide by Two = $(1,150/2) =$ **575 Combined TU Score** = **\$750.00 Risk Mitigation Fee**

Offering an approval based upon a total TransUnion Tenant 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 and credit scores to offset the risk involved for all parties.

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 compiled by TransUnion. General Property Management, LLC 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 owner approval. On a case by case basis, General Property Management, LLC will allow for Restricted Breed dogs that are all or 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.

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 General Property Management, LLC. These determinations are final.

---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>	\$35.00 Animal Administration Fee Per Approved Animal.
<u>Monthly:</u>	\$35.00 Animal Administration Fee Paid Monthly Per Approved Animal.

Restricted Breed List Approved Animals:

<u>Lease Signing:</u>	\$35.00 Animal Administration Fee + \$25.00 Restricted Breed Fee
<u>Monthly:</u>	\$35.00 Animal Administration Fee + \$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 General Property Management LLC 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 Wisconsin for your pet.

This must be completed and presented to your Property Manager prior to move in.

Updated: March 2020

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*****

Sex offender registry: <https://appsdoc.wi.gov/public/checkitout>

Court case search for Wisconsin: <https://wcca.wicourts.gov/>

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.
- If an unlawful detainer action or eviction has occurred within the past five (5) years.
- If you have recently received a 5-day notice to vacate.
- If you have less than a 615 combined Trans Union applicant 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 General Property Management, LLC 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.

START OF LEASE:

Vacant Homes --- General Property Management, LLC has a policy that all leases on vacant homes must begin within 14 days of application approval. We are unable to hold the home rent free without a lease agreement longer than that time.

Occupied Homes --- General Property Management, LLC 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 during business hours. **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.

What Our Tenants Want You to Know:

- 1) General Property Management, LLC 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) General Property Management, LLC is a **ZERO TOLERANCE** company regarding rent collection. Rent is due the 1st of each month, late the 4th of each month. Late fees begin midnight on the 4th of the month. Late fees will be applied with no exceptions.
- 3) **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. In that form, we ask you name a "Trusted Advisor" outside of General Property Management, LLC who has offered you their opinion of the condition of the home.

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.