



## **APPLICATION PROCESS/SCREENING CRITERIA**

Thank you for applying with Patriot REI Real Estate Investors for your housing needs.

In order to better serve you, we feel it is imperative that you are made aware of and fully understand our application process and screening criteria.

A copy of Landlord's Residential Lease Agreement and customary terms and provisions are available by request prior to submitting your application.

### **Property Condition:**

- Applicant is strongly encouraged to view the Property prior to submitting any application. Landlord makes no express or implied warranties as to the Property's condition.
- Please list in the application any applicant request for landlord to consider regarding repairs or treatments should applicant and landlord enter into a lease.

### **\*Please have the following items ready before applying:**

- Last 2 addresses and Landlord Information
- Employer and Previous Employer: Name, Contact, Start Date, Salary
- Dependent Information
- Emergency Contact Information

### **\*Have the following documents ready to UPLOAD or email when applying:**

- 2 months of Pay stubs or Income Verification
- Copy of Valid Identification
- Pet Picture (if applicable)
- Current Vet Records (if applicable)

You may email your documents to: [leasing@patriotrei.net](mailto:leasing@patriotrei.net)

## Business Relationship

We are a property management company and we represent the Owner. The relationship between a landlord and tenant is a business relationship. A courteous and businesslike attitude is required from both parties. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, has been drinking, is argumentative, or in general displays an attitude at the time of the showing or during the application process that causes management to believe we would not have a positive business relationship.

### **MUST READ!!!**

Before going any further in applying for this home - there is a \$30 background screening fee to complete the application process.

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. If you feel you meet these minimum requirements, you are encouraged to apply.

**ONCE THE SCREENING REPORTS ARE PROCESSED, THE \$30 FEE IS NON-REFUNDABLE!**

**Application Process & Screening Criteria:** Patriot REI is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA) and the Fair Credit Reporting Act (FCRA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, age, sexual orientation, or gender identity. We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one.

Approval is based on seven factors:

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

**Identification - Each applicant is required to provide a copy of a legible Government issued photo I.D.**

**You will be prompted to upload or email Identification when applying.**

**Income Verification**-Income should be at least three (3) times the monthly rent and verifiable from an unbiased source: i.e. - 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.

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 and phone numbers, of Landlords with the dates of residence for the previous 3-5 years. Rental history must be verified from unbiased sources. (Cannot be from family or relatives)

Home ownership will be verified from a current credit report.

We 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 credit report. You cannot provide this to us, we will obtain these 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. Residency may also be denied due to poor credit history. We do not accept co-signers.

**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, prostitution, and domestic violence and/or involving the possession 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.*

**Rental Criteria for Pets -Pet policies vary from one homeowner to another.** Some owners do not permit pets, while others restrict type and/or size of pets. No more than two pets per household are permitted without specific owner's approval.

Property Insurance Companies do not allow certain particular Breeds, either purebred or mixed. Therefore, dogs fully or partially of the following breeds will be rejected:

Akita, American Bulldog, Bullmastiff, Mastiff, Chow, Doberman, German shepherd, Husky. Presa Canario, Pit Bull, Siberian Husky, Staffordshire Terrier, "Wolf Dog", Bull Terrier, Pit Bull Terrier, Rottweiler and any combination of these.

Tenants will 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 illegal pet. Our pet policies are strictly enforced, and any breach will be grounds for termination of your lease agreement at tenant's expense.

A \$250 non-refundable pet deposit is required for each pet.

Special consideration is given to "Service Animals" that assist a tenant with special medical needs. (Please provide proper documentation).

We require with your application, a picture of each pet that will be on the property.

Please have pictures of pets ready to upload when applying.

We may require you to bring the dog(s) to our office for approval.

No Aquariums larger than 10 Gallons allowed.

No ferrets, reptiles or rodents of any kind are permitted as pets. All birds must be confined in cages and not allowed to reside outside their cage.

**NO SMOKING:** Smoking is not permitted inside the home, garage or common areas.

Applicant or an appointed representative named by letter must physically view the property prior to submitting the application for rental. The representative must be someone other than the showing agent.

While we make every effort to describe our rental properties accurately, changes can and do take place. Tenants should verify schools, pets, features, etc. Listings do not constitute a guarantee of the facts stated.

You should personally inspect the property before signing the lease agreement!

School enrollment concerns should be investigated prior to submitting your application. Please verify the school information with the school district, enrollments get capped and designation boundaries may change.

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 on the internet at the following sites:

<http://www.icrimewatch.net/index.php?AgencyID=55242>

<http://www.michigan.gov/som/0,4669,7-192-29941---,00.html>

#### **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), your pets, 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 7-day notice to vacate.

If you have had two (2) or more NSF checks within the last 12 months

If you have filed for bankruptcy or foreclosure within the past 24 months we may deny your application.

Any bankruptcy must have been discharged at least one year previous to the date of your application.

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 may be operated from the property. If you have a home based Business that you think we might approve please let the Property Manager know.

**\*\*If misrepresentations are found after the lease agreement is signed, the lease agreement will be terminated.**

**Disabled Accessibility 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.**

Written assurances that the work is to be performed in a professional manner by a licensed/bonded contractor.

Written approval from the landlord before modifications is made.

Appropriate building permits and required licenses made available for the landlord's inspection.

A restoration deposit may be required per Fair Housing guidelines.

Start of Lease Agreement:

No rental property will be held vacant for more than two (2) weeks, unless approved by Liberty Management, Inc.

**\*\*\*Residents moving in before the 15th of the month pay prorated rent for that month, for residents moving in on the 15th or after they will need to pay the prorated rent and next month's rent at move-in.\*\*\***

Vacant Homes --- Patriot REI has a policy that all leases will begin within 14 days of application approval or Availability date whichever is later. We are unable to hold the home rent free without a lease agreement longer than that time. Rent will be charged beginning on the 15th day.

Occupied Homes --- Patriot REI will typically advertise an availability date with the properties we manage based on the representation of the occupant. In some cases, those dates will need to change due to circumstances beyond our control. We ask the approved incoming tenant to be flexible in these cases. We understand the burden this can create and strive to advertise a solid date so incoming tenants can plan accordingly.

Upon Approval:

Once you are approved you will be notified by phone and or email. Applicants have 24 hours to pay the Application Deposit in order to secure the home off the market on your behalf.

If we do not receive your Application Deposit within 24 hours of approval, Patriot RE Investors will withdraw your approval and process the next application received, and or consider any other applications.

**Once the Application Deposit is paid Patriot RE Investors will remove the property from the market and will not lease the Property to another person.**

**You and any co-applicant may not withdraw your application or the application deposit. If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, a \$250.00 Administrative Fee, AND a daily rate of the proposed rent calculated from the date the application was submitted shall be forfeited to Liberty Management, Inc. and/or Landlord from the Application Deposit. The number of days will begin with the date of the application submittal and end on the date of the termination notice.**

**Once the lease agreement is signed the Application Deposit will be credited to the Security Deposit in the lease agreement.**

**What some of our tenants would like you to know before you apply:**

**1. Patriot REI routinely conducts two periodic inspection surveys or more as needed of the property with interior pictures and send the reports to the owner.**

**If this is going be a problem for you please do not apply for one of our properties.**

**2. The lease agreement gives Patriot REI authorization to place a keybox on the property and to market and show the property for rent last 30 days of the lease agreement. If this is going be a problem for you please do not apply for one of our properties.**

**Have the Following Documents Ready to Upload When Applying:**

**Government issued photo I.D.**

**Proof of Income - pay stubs, bank statements, etc.**

**Picture of each pet that will occupy property (if applicable)**

**Failure to upload or email these documents will delay the processing of your application. If you have trouble uploading documents, please email them to: [leasing@patriotrei.net](mailto:leasing@patriotrei.net).**

**Acknowledgement and Representation:**

**The following Application Agreement will be signed by all applicants prior to signing a lease contract. While some of the information required may not yet be applicable to your situation, there are some provisions that may become applicable prior to signing a lease contract. In order to continue with this online application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.**

**1) Signing this application (electronic or otherwise) indicates that applicant has had the opportunity to review landlord's tenant selection criteria, which is listed above and available upon request. The Tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.**

**2) Applicant understand that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare applicant in breach of any lease the applicant may sign.**

**3) Applicant represents that the statements made in this application are true and complete.**



# LANDLORD VERIFICATION FORM

Date \_\_\_\_\_

To whom this may concern,

\_\_\_\_\_, (the "Tenant") has granted us, \_\_\_\_\_ Patriot REI (the "Requestor"), authorized consent to verify tenancy in regard to the rental unit located at

\_\_\_\_\_

and have specified you and/or your company as a present or previous landlord. Once completed please send to either:

Fax Number (810) 376-3607 E-Mail leasing@patriotrei.net \_\_\_\_\_

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**LANDLORD, PLEASE COMPLETE, DATE, AND SIGN THIS FORM**

Is the applicant (s) currently renting from you?  Yes  No

If so, is the applicant current with all rental payments?  Yes  No \_\_\_\_\_

Was the applicant ever late within the last 12 months?  Yes  No. If so, how many times?

Has the applicant ever been more than thirty (30) days late with rent payments?  Yes

No Did the applicant have any pets?  Yes  No \_\_\_\_\_

If so, how many & what kind/size?

Have you had to give the applicant a notice at any time during the last twelve (12) months?  Yes  No \_\_\_\_\_

If so, for what reason?

Was there ever any trouble or damages?  Yes  No \_\_\_\_\_

If so, what kind?

Have you ever received any complaints from neighbors of this applicant?  Yes  No

If so, what kind? \_\_\_\_\_

Was the matter resolved quickly?  Yes  No

Has the resident completed their lease terms?  Yes  No

If the Tenant is a current resident, has the applicant given notice to you that they will be moving?  Yes  No

Was the applicant asked to vacate by you or one of your company representatives?

Yes  No

If so, why? \_\_\_\_\_

Did you or will you have to withhold part or all of the deposit because of damages?

Yes  No

Is the applicant moving voluntarily or after judicial eviction?  Yes  No

Would you rent to this applicant again?  Yes  No

Rent amount during last month of tenancy?  Yes  No

Does the applicant owe you any money?  Yes  No. If so, how much? \_\_\_\_\_

\_\_\_\_\_ Print \_\_\_\_\_  
**Landlord's (or Representative's) Signature**

Please send this verification form back to us as soon as possible. Please fax, email, or call us with your responses and/or comments. We will be happy to pick up the form if you are in the area and do not have access to fax or email.

Thank for your assistance in this matter. Your help is greatly appreciated.

Sincerely,

\_\_\_\_\_ Print \_\_\_\_\_  
**Requestor's Signature**



Patriot REI  
P.O. Box 157  
Port Sanilac, MI 48469  
810.622.0611 (o)  
810-376-3607 (f)  
leasing@patriotrei.net

**EMPLOYMENT/ INCOME VERIFICATION & RELEASE FORM**

**(to be completed by Employee/ Applicant)**

Employee Name:

\_\_\_\_\_

(Last) (First) (Middle)

Social Security Number: \_\_\_\_\_ Date: \_\_\_\_\_

**I hereby authorize you to submit/ verify the following information to PATRIOT REI. Your prompt attention to this matter will be greatly appreciated.**

Name of Employer: \_\_\_\_\_

Employer Phone: \_\_\_\_\_ Employer Fax: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant

**VERIFICATIONS TO BE COMPLETED BY EMPLOYER ONLY**

**EMPLOYER** Please complete/ verify the following:

Employee's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Is the employee working part time or full time? \_\_\_\_\_

Number of hours employed weekly? \_\_\_\_\_

What is the employee's current **Gross** Wage/ Salary? \_\_\_\_\_

Does the employee receive any bonuses or commissions? \_\_\_\_\_

*If so, approximately how much at a time & how periodically?* \_\_\_\_\_

Has the employee had/ have any occurrences that may jeopardize their employment? If so, please explain;

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Do you foresee the employee leaving this place of employment any time in the near future?

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Any positive or negative feedback/ recommendations?

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**AUTHORIZED by (EMPLOYER Signature):** \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

***\*\*Once this form has been completed and signed by the Employer, please return via Fascimile to 810-376-3607 or via email [leasing@patriotrei.net](mailto:leasing@patriotrei.net). If you have any questions regarding this matter, please contact our office at 810.622.0611. Thank you.***