

# Crane Reed Property Management

## Residential Application Package

### Rental Process and Policy

- When you are ready to apply, please fill out the following application form completely (incomplete applications will not be processed). Along with the completed application you must supply an approved photo I.D. (*i.e.* driver's license, military I.D., or state I.D.). Applications are considered incomplete if partially filled out, unsigned and the application fee is not submitted in either a money order or cashier's check. Application fees will not be refunded for incomplete applications.
- You can either submit the application form in person or on line. There is a \$50.00 per adult (18 years of age or older), non-refundable application fee that is required. This application fee is to cover the costs incurred while processing the application. Once we receive both 1) the completed application and 2) the non-refundable application fee \$50.00 per adult, we will start processing your application immediately. Processing of applications usually takes 2 -3 days. In some cases approval from either a condominium or homeowners association may be required. In this event, delays caused by the requirement for homeowners' association approval, condominium association approval, or other unforeseen circumstances, may take longer. If a homeowner association or condominium association that has authority over the property requires a separate application and/or fee, the applicant will be responsible for complying with same and for securing approval from the association prior to Crane Reed granting approval of the rental application.
- If multiple applicants are applying together for one property, all applicants must qualify and be accepted. The denial of one applicant is the denial of all applicants.
- Due to the large number of applications that we receive, it is entirely possible that Crane Reed will receive multiple applications from unrelated individual applicants for the same property at approximately the same time. If such is the case, we will process all applications for consideration as to what we feel (in the sole discretion) deem to be the best applicant, which may not necessarily be the first application received. In such cases, more than one applicant may be approvable, however only one will be approved. Because we represent the best interest of the rental property, we will accept the best application, which may not necessarily be the first application received. In order to evaluate the various applications it is necessary for Crane Reed to expend time and costs. Hence, our policy is that the application fee is non-refundable. If your application is approvable, but not the approved one for the property for which you are applying, you may consider applying for other available properties that we may have, without payment of an additional applicable fee.
- Upon receipt of an application and applicable fee, Crane Reed will conduct a background screening consisting of but not limited to credit history, criminal records, eviction filing liens, previous landlord references and bankruptcy history for all adults expected to occupy the property. We will also verify all income sources. The results of the background screen will not be provided to the applicant at any time, nor will the contents of the background screening be revealed to applicants at any time. However, upon applicant's request, we will provide the name of the credit reporting agency to the applicant.
- Once a determination on the application is made, we will contact you with the results. If your application has been approved, you must within forty-eight hours, place a holding deposit

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equaling at least one month rent. Holding deposits must be in the form of a cashier's check or money order made payable to Crane Reed (no personal checks or cash will be accepted). Once approved and payment of the holding deposit is paid your holding deposit is non-refundable. In the event that you fail to enter into the lease agreement or refuse to take possession of the property on or before your applied beginning rental date, you shall forfeit these funds as liquidated damages. Due to the high demand for rental homes, we will not hold the property you applied for off the rental market for more than forty-eight hours unless you provide the required holding deposit. If you do not comply with this requirement, we may rent the home you applied for to someone else, and your application fee is non-refundable.

- Applicants must see the interior of the property before an application can be submitted. The property must be accepted in "AS IS" condition before an application can be submitted, except where there is written agreement for maintenance or repair items. Any such maintenance or repair request (if any) must be written and included with your application under "Other Items Requested" in the contract for lease portion of your application. If your maintenance and repair request are acceptable to Crane Reed, then that agreement will be written in the lease or lease addendum. Verbal representations are non-binding.
- If you are the successful candidate, there is a one-time fee of fifty (\$50.00) dollars to cover our lease and Contract to Lease administration cost.

All funds, holding deposits, security deposits, pet deposits, pet fees, lease/contract to lease administration fees and rent payments must be paid in the form of cashier's checks or money orders and made payable to Crane Reed.

### Resident Selection Criteria

#### Credit Criteria

- A credit beacon score of 601 or higher will be required to submit one security deposit.
- A credit beacon score of 600 or below will be required to submit a double security deposits.
- College students are required to have a guarantor.
- Guarantors are accepted at Managers sole discretion.
- Discharged bankruptcies are not automatic cause for denial.

#### Household Income

- Household income is subject to verification and should equal at least three- times monthly rent. Additional security deposits may be required.
- Self-employed applicants may be required to produce two years of signed tax returns, 1099's, bank statements or other verifiable sources. Additional security deposits may be required.
- Non-employed individuals must provide verifiable proof of income. If these conditions are not met, additional security may be required.
- All sources of income must be verifiable if needed to qualify for a rental property.
- We reserve the right to require a co-signer.

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### Residential History

- If within the previous one (1) year of applicant's rental or home ownership history, reflects untimely payments, insufficient notice of intent to vacate, complaints regarding noise, disturbances or illegal activities, unpaid NSF checks, and damage to unit or failure to leave the property clean and without damage at time of lease termination. Double security deposit will be required.
- If within the previous five (5) years of applicant's rental or home ownership history reflects any evictions the selected applicant will be required to provide a double security deposit.

### Criminal History

- Criminal records must contain no convictions for misdemeanors for crimes involving violence, assault or batter, drugs, firearms; felonies within the past seven years and no sexual offenses ever. In the event a record comes back "adjudication withheld", "nolle prosequere" or "adjudication deferred", further documentation may be required and applicant may be denied on this basis.

### Pets

- No pets (with the exception of medically necessary pets for the benefit(s) of any kind are permitted without specific written permission of Crane Reed in the lease document, an addendum to lease, and an additional Non-refundable pet application fee of \$250.00 per pet and/or an additional pet deposit or additional security deposit of \$250.00. Fees and deposits are waived for medically necessary pets. Some properties may require higher pet fees or higher rent amounts. If higher pet fees or rent amounts is required, you will be notified at the time of the application.
- The following pets will not be accepted under any circumstances, Chows, Dobermans, German Shepherds, Pit Bulls, Rottweilers
- Permission for exotic pets will be on a case by case basis.

### HUD

- The number of occupants must be in compliance with HUD standards and guidelines for the applied for space.
- Current occupancy standards are a maximum of two (2) persons (heartbeats) per bedroom, except for infants under four (4) years of age. However, some city and county municipalities, and some homeowners' associations prohibit more than two (2) unrelated adults to reside in a single-family dwelling unit. Consequently, Crane Reed will review each application on a case-by-case basis for compliance with occupancy standards.

### Security Deposits

- Security deposits are security for faithful performance by tenants of all lease terms, covenants, and conditions of the lease agreement and tenants may not dictate the security deposit be used for any rent due. Applicants will be required to pay a security deposit at the time of lease execution in a

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minimum amount of one month's rent. We reserve the right to require a higher security deposit and or additional prepaid rent. Unless claimed due to breach of lease or damages, the security deposit is refundable when the tenants move out of the property at the expiration of the lease term.

### No Verbal Agreements

- Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, cosigners, and/or additional advance rent payments may be required.

### General Issues

- Applicant acknowledges that this application has been signed prior to any lease agreement signing.
- Applicant agrees that commercial vehicles are not permitted at the leased property.
- Applicant understands that all rental properties managed by Crane Reed are smoke free.
- Rents quoted are rental amounts due if paid on time, (on or before the 1<sup>st</sup> of each month by 5:00 PM). Otherwise, the rent will have a late fee based upon the number of days the rent is late.
- Applicants acknowledge that they have been advised of the importance of rental insurance for contents and belongings. Should applicant decide not to purchase said insurance, they agree to hold harmless, Crane Reed, its owners, agents, the property owner, and all parties involved in this transaction.
- Applicant acknowledges that floatation bedding is strictly prohibited in said property, renters' insurance is required, naming Crane Reed, as loss payee for any loss or damage as a result of having said floatation bedding.
- Applicant agrees to report any maintenance or repair request during the first five (5) days of the tenancy,
- This "Residential Application Package" is hereby made an integral part of my/our rental application. I/we do hereby acknowledge that I/we understand and agree to the terms of application and rental process as described herein. I/we further acknowledge that I/we have seen and previewed the rental property (both inside and outside) for which we are applying.
- The following pages contain the contract to lease, application for residency, disclosure, of information on lead based paint and lead based paint hazards.

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**CONTRACT TO LEASE** - We hereby make application for occupancy of the following rental property:

PROPERTY ADDRESS:

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INITIAL TERM: SHALL BE FOR \_\_\_\_ MONTHS, BEGINNING \_\_\_\_\_, 20\_\_\_\_.

RENT: THE RENT (IF PAID ON TIME) SHALL BE \$\_\_\_\_\_ PER MONTH. (NOTE: THIS ASSUMES THAT THE RENT IS PAID ON OR BEFORE THE 1ST OF EACH MONTH BY 5:00PM. OTHERWISE THE RENT WILL HAVE A LATE FEE BASED UPON THE NUMBER OF DAYS THE RENT IS LATE.

**Failure to Perform:** I agree to enter into a lease for the rental unit upon the terms outlined above. I/we agree that I/we have toured, previewed and seen the rental unit being applied for and that I/we am accepting it is "AS IS" condition, unless otherwise noted above in "Other Items Requested". If I/we refuse to enter into the managers lease (within 48 hours of notification of approval), AND/OR if occupancy is not taken by me (us) (on or before the occupancy date indicated) then Crane Reed may rent or lease the property to another party and all deposits and application fees paid herewith shall be forfeited by the prospective Resident(s) and retained by Crane Reed as liquidated damages.

**Residential Application Package:** I/we do hereby acknowledge that I/we were provided the handout entitled "Residential Application Package" and that I/we have fully read, understand and agree to the term of the application and rental process and disclosure. I/we have read and initialed all pages of this application package and have submitted them with this application for consideration by Crane Reed.

\_\_\_\_\_  
Signature of Applicant      Date

\_\_\_\_\_  
Property Manager

\_\_\_\_\_  
Signature of Applicant      Date

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### APPLICATION FOR RESIDENCY

Please fill out completely

The non-refundable application fee is \$50.00 per adult applicant. Applicants can deposit funds at any Wells Fargo Bank. Please contact us for deposit, ach, or wire information.

Please tell us about the rental property you're interested in:

Application Date: \_\_\_\_\_ Rental Address: \_\_\_\_\_  
Date Lease Is To Begin: \_\_\_\_\_ Initial Term Of Lease: \_\_\_\_\_  
Monthly Rent: \_\_\_\_\_ Non-Refundable Pet Fee: \$ \_\_\_\_\_

Please tell us about yourself:

Applicant: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Maiden \_\_\_\_\_ Date Of Birth \_\_\_\_\_ Social Security \_\_\_\_\_ Driver's License # \_\_\_\_\_

Present Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Have you ever had an eviction filled against you: Yes No  
If Yes, please explain: \_\_\_\_\_

Pets (Keeping of pets requires a pet deposit and owner's consent)  
Breed \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_

Present Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Own ☐ Since \_\_\_\_\_  
Rent ☐ / /

Landlord / Mtg. Co. Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Previous Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Own ☐ Since \_\_\_\_\_  
Rent ☐ / /

Landlord / Mtg. Co. Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Have you or any occupants ever been arrested for, convicted of, put on probation for, or had adjudication withheld or deferred for a felony offense? Yes No  
If yes, please explain: \_\_\_\_\_

Please provide the following information:

Automobile Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Tag # \_\_\_\_\_ Automobile Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Tag # \_\_\_\_\_  
1st Car 2nd Car

Child 1 Name \_\_\_\_\_ Age \_\_\_\_\_ Child 2 Name \_\_\_\_\_ Age \_\_\_\_\_ Child 3 Name \_\_\_\_\_ Age \_\_\_\_\_

Bank: Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Reference Name and Contact Information: \_\_\_\_\_



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Disclosure: Applicant represents that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. Applicant authorizes verification of all information by the Crane Reed. Applicant has the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation. **NON REFUNDABLE APPLICATION FEE**--Applicant(s) has paid to Crane Reed, herewith the sum of \$50.00 as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates Crane Reed to execute a lease or deliver possession of the proposed premises. Applicant hereby waives any rights to or claims for damages caused by or potentially caused by Crane Reed rejecting Application or not selecting Applicant for move-in. Applicant shall not hold Manager, owners, or clients responsible for any allergic reactions suffered by Applicant, or other occupants of or guests to Property, whether the allergens are located inside or outside. Applicant shall check for allergic reaction prior to signing the Application. Notice of the contractual relationship between the Property Owner and Manager is an exclusive agent of the Property Owner and Owner and represents the Property Owners interest in any and all rental transactions. For any reason whatsoever Manager cannot deliver possession of the Premises to the Applicant by the beginning date designated in the Lease, the beginning date may be extended by thirty (30) days or the Lease may be voided at Owner's, Manager's, or Tenant's option. Known All Men By These Presents That Applicant's for good and valuable consideration, particularly of \$10.00, the under-signed Applicant agree that should I enter into a lease agreement (the "Lease"), Manager and the Property Owner, hereafter referred to as the Owner, then I hereby remise, release, acquit, satisfy and forever discharge the said Manager, Owners, Employees and Independent Contractors for and from all manner of actions, cause and causes of action, suits, debts, dues, sums of money, accounts, reckoning, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, executions, claims and demands whatsoever, in law or in equity, which said Tenants ever had, now have, or which any personal representative, successor, heir or assign of said Applicants hereafter can, shall or may have, against said Manager and Owner and assigns for, upon or be reason of any matter, cause or thing whatsoever, from the beginning of the world to the day of these presents. Applicant further agrees to indemnify, defend, and save Manager harmless against all costs, expenses, suits, claims, liabilities, damages, proceedings, or attorneys' fees arising out of Agent performance or exercise of Manager's duties, obligations, powers, rights, or authority granted in the Lease; including those arising out of the security deposit created by the Lease, those arising out of any injury or death to any person or persons, those arising out of property damage of any kind to the property, including the Manager's renting, leasing, and managing the Property. Applicant shall indemnify, defend and save Manager harmless in any foreclosure action. Applicant shall look solely to the record owner of the Property ("Owner") for relief. Applicant and Manager waive the right to demand a jury trial concerning any litigation between Applicant, Manager and/or Owner. Applicant and Manager agrees that in the event legal procedures are necessary to enforce the provisions of this Agreement, the prevailing party shall be entitled to recover or receive an award for its reasonable legal fees. In the event Manager successfully defends any action, including actions (including, but not limited to the courts; the Association of Realtors; the Better Business Bureau; mediation or any administrative state agency) arising out of this transaction brought by the other, including Tenant, Manager shall be reimbursed their attorney's fees and Court costs and for their time spent in defending an action by Tenant.

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By signing below, Applicant hereby acknowledges that Applicant has received, read and agrees to the information contained in this Resident Information Package, Residential Application Package, Lead Based Paint Disclosure and pamphlet "Protect Your Family From Lead In Your Home".

1. \_\_\_\_\_  
APPLICANT SIGNATURE

2. \_\_\_\_\_  
APPLICANT SIGNATURE

3. \_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
APPLICANT PRINTED NAME

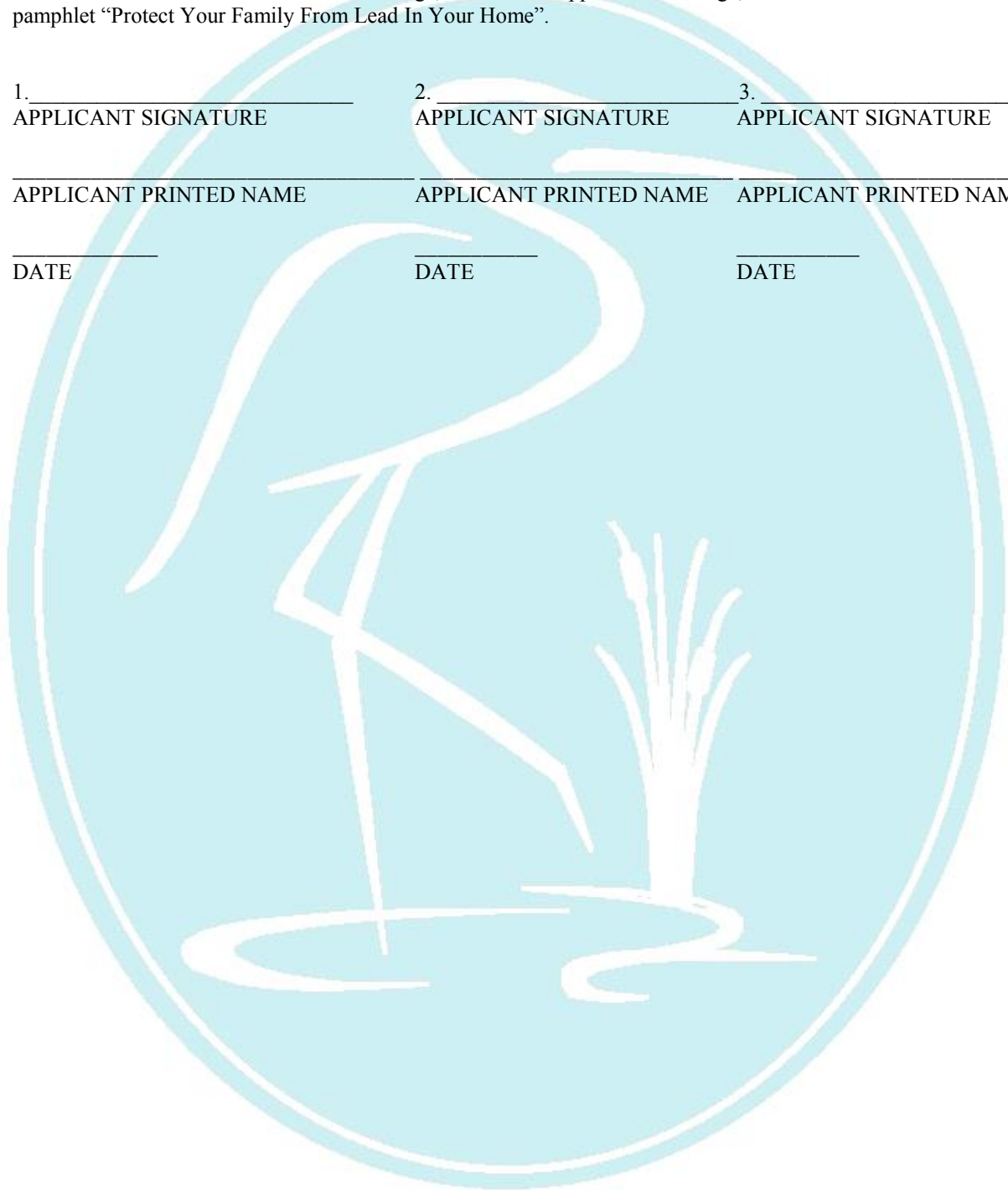
\_\_\_\_\_  
APPLICANT PRINTED NAME

\_\_\_\_\_  
APPLICANT PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE





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### DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND LEAD-BASED PAINT HAZARDS

Lead Warning Statement- *Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention.*

Lessor's Disclosure (please initial)

A. \_\_\_\_\_ Presence of lead-based paint or lead-based paint hazards: Known lead-based paint and/or lead-based painting hazards are present in the housing (explain).

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

B. \_\_\_\_\_ Records and reports available to the Lessor:

\_\_\_\_\_ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

\_\_\_\_\_  
\_\_\_\_\_

Lessee's Acknowledgement (initial)

C. \_\_\_\_\_ Lessee has received copies of all information listed above.

D. \_\_\_\_\_ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

\_\_\_\_\_  
\_\_\_\_\_

Agent's Acknowledgement (initial)

E. \_\_\_\_\_ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

\_\_\_\_\_  
\_\_\_\_\_

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**Property Manager Statement:** The property manager involved in this rental transaction affirms that one or more of the property managers have informed the Lessor of the Lessor's obligation under 42 U.S.C. 4853(d); and that all property managers involved in this rental transaction are aware of his/her duty to ensure compliance with the requirements of 40 CFR 745.113

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### Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

_____ Lessor	_____ Date	_____ Lessor	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date