

Hunter Mill Estates Application Process & Rental Procedures

Before making an appointment to view our property, please read this page fully and use it as your guide if you decide to submit an application. Please note that application fees are non refundable. Hunter Mill Estates will continue considering other applications and the property will not come off of the market until the first month's rent is received. The applicant is responsible for ensuring that Hunter Mill Estates receives all required information. Questions regarding our application process and procedures should be addressed via email to HunterMillEstates@gmail.com prior to submitting your application.

Requirements:

- All adults (18 and over) are required to submit an application along with a \$50 NON REFUNDABLE application fee per applicant. Incomplete applications or applications without an application fee will not be processed.
- All applicants are required to present photo identification and to submit their 2 most recent pay stubs.
- All applicants are required to provide an SSN on the application. If an applicant does not have an SSN, they must provide proof of legal residency in the United States.

Processing: We will be processing your application based on the following areas of information. Approval time will depend on the response time of your employer and landlord; however it is our goal to process your applications within 5 business days after receipt of ALL required documentation.

- **Credit Report** - Payment history and amount of debts, liens, judgments and bankruptcies are verified on credit report. Should you be declined based on your credit and you feel it is unwarranted, you should request a copy of your credit report to check for errors and resubmit the application once the credit report has been corrected. Resubmitted applications will be subject to availability of property originally requested. Previous apartment collections may result in an immediate decline of application regardless of credit score.
- **Residential History** – History for the past three years of residency will be verified. We verify payment history, late payments, NSF's, notice given, etc. If applicant owned or owns a home, we will verify mortgage payments on credit report.
- **Employment/Income Criteria** - Current employment and income is verified at the time of application. Applicants will be required to submit proof of income by providing 2 most recent paystubs. If applicant is recently employed, a current offer letter stating the start date and income amount will be required. If applicant is a 1099 employee, the past 2 years tax returns will be required. Please note that bank statements will not be an acceptable form of income verification. Documentation for other income sources such as social security or disability payments must be provided. Income is expected to be at least 3 times the monthly rent rate. Income of all applicants may be combined to meet this requirement.
- **Eviction/Criminal Background Check** - A history on Evictions and a National Criminal Background Check will be run on each applicant. Negative history may result in a decline of the application.
- **Cosigners** - If applicant has poor/no credit or no rental history, they may submit an additional application for a cosigner that will not be residing at the property. The cosigner must sign the lease and will be fully responsible for the terms of the lease.

Pets: If you have a pet, contact Hunter Mill Estates prior to submitting your application to determine if the pet is allowed in the property. YOU MUST LIST ALL PETS THAT WILL BE LIVING IN THE

HOME. No other pets including offspring will be allowed. Certain aggressive breeds of dogs are not allowed in any of our rental properties. If your pet is approved, the rental rate will be increased \$50 per month per approved pet. Your application fee will not be refunded if your pet is not accepted at the property.

Additional Requests: APPLICATION FEES ARE NOT REFUNDABLE FOR ANY REASON. Applicants agree that they are accepting the property in it's current "as-is" condition.

Reservation Fee: (1st Month's Rent)

- Once you have received notification of approval, you must provide your reservation fee to hold the property. The property will not be held for you and other applications will be considered until this fee is received. **The reservation fee is the first month's rent and must be paid in the form of cashier's check, certified check, or money order.** When we receive this reservation fee, we will remove the property from the market. Once the reservation fee is paid it becomes non-refundable.
- The reservation fee is NOT a security deposit.

Moving In: With your notification of approval, you will be provided with a checklist of the items you are required to bring to your move-in. It is required to schedule an appointment to meet one of our agents at the property to perform a move-in inspection. Before receiving the keys, the \$600 required security deposit, needs to be provided in the form of certified funds or money order. **NO PERSONAL CHECKS ARE ACCEPTED FOR THE SECURITY DEPOSIT.** The non-refundable administration fee of \$100 is also due at the time of Move-In in the form of certified funds or money order.

Rent: All rent payments will be collected via Electronic Funds Transfer (EFT) automatically on the 1st day of the month or the 1st business day of the month if the 1st falls on a weekend/holiday. Any rental payment due that is unable to be collected via EFT due to Non Sufficient Funds or any other reason of decline from your bank when it is due, will incur both a \$100 late fee and a \$35 returned item fee. You are responsible to pay rent plus additional fees immediately via cash or money order. An additional late fee of \$25 per day will be added to the rent after the 15th day of the month in which the rent is due.