



## ELK RIVER COMMUNITY

### Rental Information & Application Instructions

***ELK RIVER COMMUNITY will assist all applicants without regard to race, color, creed, sex, religion, national origin, familial status, marital status, source of income, handicap, or ancestry.***

1. A separate detailed application is required for **each applicant** over the age of eighteen (excluding dependent children) who intends to reside in the property. This guarantees our compliance with federal, state and local Fair Housing laws.
2. An application fee (email [admin@elkrivercommunity.com](mailto:admin@elkrivercommunity.com)) is required from each adult applicant (paid by credit card). This application fee is non-refundable; however, if your application is NOT processed, the application fee will be refunded. **Note:** Any party who agrees to co-sign or pay part of the monthly rent but will not reside in the property must first agree in writing to the 'actual rent' (as defined at the bottom of page 2) before any applications will be processed.
3. Applicants **must** view the inside of the property in person or by video walk-thru before their application will be processed.
4. We require **all** applicants to register at Pet Screening, Inc., a third-party pet screening and assistance animal validation provider. There is no charge unless you have a pet. There is a charge to register your first pet and additional charge for subsequent pets. Use this link to register: <https://jprealestategroupllc.petscreening.com>

**Note:** *We do not accept vicious or attack-trained dogs. Pets, if they are cats and/or dogs should be neutered or spayed. No snakes or other reptiles and no birds!*

- a. Applicants who do not have pets will be asked to affirm that they understand our pet policies. Pet sitting will not be allowed.
  - b. Applicants with pets will provide profiles of their pets, which we use to qualify them for occupancy. The pets' age, breed, sex, current licensing, shots and photos will be a part of each pet's profile. Applicants will have access to these profiles for one year (unless renewed) and can share this centralized pet information with whomever they wish, including veterinarians, pet groomers, dog walkers, pet friendly hotels, etc.
  - c. Applicants requesting a special accommodation for an assistance animal will be asked to substantiate their need for the animal. We do not accept documentation from online companies that simply charge a fee to issue paperwork, but do not actually evaluate the need for an emotional support animal. **Note: It is against the law to intentionally misrepresent a need for an assistance animal and you may be prosecuted for such misrepresentation.**
5. We require all tenants to carry renters' insurance.
  6. Applicants are **not** accepted on a "first-come, first-served" basis, but on a **best-qualified basis**.
  7. A lead-based paint disclosure is included with this packet if the housing was built prior to 1978. This disclosure must be signed by all applicants and returned with your rental applications. The EPA also requires that the pamphlet "Protect Your Family From Lead in Your Home" be made available when renting or selling houses constructed before 1978. This pamphlet is either included or may be read or downloaded online at: <http://bit.ly/2U72YVi>
  8. ELK RIVER COMMUNITY/JP REAL ESTATE GROUP LLC or associates will pull a credit report (which includes FICO credit score, eviction and bankruptcy reports, SSN verification, employer verification, sex offender, criminal, and terrorist watch list reports) on every applicant. *We will also contact your current and past landlords, as well as current and past employers to verify the information provided on your application.*
  9. Bad credit will usually disqualify you unless there are extenuating circumstances. If you have credit problems, a letter of explanation *may* help to qualify you. (Generally we are looking for 640+ FICO credit scores.)

10. Income Verification: Please provide copies of your pay stubs for the previous 60 days or a letter from your employer on company letterhead to verify income. If you are self-employed, you will be required to verify your income with copies of tax returns, 1099s and/or other relevant data. If you have other income you would like us to consider in qualifying your application (such as Social Security benefits, Retirement or Pension benefits, Alimony or Child Support, Disability payments, Savings & Investment income, public housing assistance, etc.), please provide verification of such other income.
11. Any false statements or deliberate misrepresentation of facts will automatically disqualify the application.
12. No smoking or vaping of any substance is allowed in any of our properties (including the garage). Growing, cultivation, smoking, cooking, raising or dispensing of marijuana is strictly prohibited.
13. Applicants must not have a felony record that was adjudicated guilty or had adjudication withheld for the past five (5) years; however, time limits are waived for **anyone found on a terrorist watch list or anyone with a felony conviction for any crimes related to homicide, stalking, sex offenses requiring registration, and/or manufacturing and/or distribution of a controlled substance**. These will be grounds for denial. We will assess applicants' criminal history on an individual basis. Our goal is to treat all applicants fairly and ensure they have equal opportunities for housing.
14. If you are accepted for Tenancy, a payment in the amount of **twice the monthly rent** (in cash or cashier's check) is due when contracts are signed. We will also require a copy of your current driver's license (or other government-issued photo ID) and one other form of ID. If you have pets and they are approved, there is an additional "**pet rent**" per month, per pet and a 1 (one) time **PET FEE** per pet.
15. Properties will continue to be shown and applications accepted until a rental contract is signed and an amount equal to twice the monthly rent has been received.
16. If your application is denied, we will send a letter to the email address on your application listing the reason(s) for denial.
17. **Incomplete applications will not be processed**. Please fill in all spaces and answer all questions as fully as possible (*more information is better than less*). ALWAYS be truthful.

*ELK RIVER COMMUNITY believes that our tenants are our greatest assets. IF ACCEPTED FOR OCCUPANCE, ELK RIVER COMMUNITY EXPECTS YOU TO MAINTAIN AND TAKE GREAT CARE OF THE HOME/HOUSE AND THE GROUND AND TAKE CARE OF MINOR MAINTENANCE AND EXPENSE THAT COMES FROM LIVING IN A HOUSE. IF WHAT WE OFFER APPEALS TO YOU AND YOU ARE WILLING AND ABLE TO TAKE ON THIS RESPONSIBILITY, THEN WE INVITE YOU TO APPLY TO RENT THIS PROPERTY..*

**Our Qualifying Criteria –**

1. Income should be at least 2.5 times the monthly rent
2. Generally 640+ FICO credit score
3. Stable employment & verifiable income
4. Positive rental history (and/or mortgage payment history)

I acknowledge that I have read and understand all of the above.

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Applicant's signature

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Date

## ELK RIVER COMMUNITY

### Rental Transaction Disclosure & Hold Harmless Agreement

- JP REAL ESTATE GROUP LLC is acting as Landlord in this transaction and is leasing or subleasing this property to Tenants. All parties acknowledge and agree that JP REAL ESTATE GROUP LLC, an AL corporation ("the Company"), is a principal party to this transaction and not an Agent for Tenants or Owners. No leasing and/or management fees will be due JP REAL ESTATE GROUP LLC for this transaction.
- JP REAL ESTATE GROUP LLC will negotiate on its behalf and will not act as an advocate for any other entity in this transaction.
- JP REAL ESTATE GROUP LLC shall disclose to Tenants all adverse material facts about the property actually known by the Company (subject to the limitations under the law).
- JP REAL ESTATE GROUP LLC will assist all applicants without regard to race, color, creed, sex, religion, national origin, familial status, marital status, source of income, handicap, or ancestry.
- JP REAL ESTATE GROUP LLC requires, per its policy and procedure manual, that a copy of this disclosure be signed by each applicant and returned to JP REAL ESTATE GROUP LLC before any action will be taken to process the application. *(All applicants may jointly sign one copy of this form keeping all additional copies for their records.)*
- JP REAL ESTATE GROUP LLC discloses that applicants will **not** be accepted on "a first-come, first-served basis" and that JP REAL ESTATE GROUP LLC shall screen prospective Tenants on a best-qualified basis and on the Company's needs. The Company's screening criteria, as set forth in the Company's policy and procedure manual, is available for inspection by appointment.
- Applicants should **not** tell JP REAL ESTATE GROUP LLC any information that they do not want the Company to know because all information received will be used to evaluate applicants. However, false information on the rental application will disqualify the applicant immediately.
- Applicants understand that incomplete applications will not be processed and that any false statements or deliberate misrepresentation of facts will automatically disqualify their applications.
- Tenants and Owners shall **not** be vicariously liable for the Company's acts since no agency relationship exists. *(Vicarious liability is a principal's liability for the acts of an agent when the agent is acting within the scope of the agent's employment.)*

**I acknowledge that I have read this form, understand its meaning and agree to be bound by it in its entirety. I agree to look solely to JP REAL ESTATE GROUP LLC, as acting Landlord/Manager of the property, and to hold all other parties harmless should any rental conflict or other problem involving the property offered for rent arise, either now or in the future.**

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Applicant's Signature

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Date

# ELK RIVER COMMUNITY Rental Application



Property Address: \_\_\_\_\_

I am applying with the following applicants: \_\_\_\_\_

How did you hear about this property? \_\_\_\_\_

**PLEASE NOTE:** Separate applications are required for each applicant over the age of 18 (excluding dependent children) who will reside at the property. This guarantees our compliance with federal, state and local Fair Housing laws. **Incomplete applications will not be processed.**

## THE FOLLOWING TWO OPTIONS\* ARE MADE AVAILABLE TO ALL APPLICANTS:

**First Option:** Applicants desiring to live together as a single housekeeping unit may elect to financially qualify for tenancy as a group, in which case Landlord has the right to immediately terminate the rental contract when any one member of that group vacates the property.

**Second Option:** Each legal entity may elect to financially qualify for tenancy individually, in which case the occupant may continue to lease the property if one or more of the other parties to the rental contract vacate the property for any reason.

*\*Note: All applicants desiring to live together must choose the same option*

☐ I elect the first option. ☐ I elect the second option. **Desired move-in date?** \_\_\_\_\_

**NOTE:** Applicants will **NOT** be accepted on a "first come, first served" basis. Landlord will assist all persons without regard to race, color, creed, sex, religion, national origin, familial status, marital status, source of income, handicap or ancestry.

## Please Print or Type

Applicant's full legal name \_\_\_\_\_ Social Sec. # \_\_\_\_\_

Other name(s) used within the past 5 yrs \_\_\_\_\_ Date of birth \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email address \_\_\_\_\_ Length of desired occupancy? \_\_\_\_\_

Have you applied for residency or leased from ELK RIVER COMMUNITY in the past? \_\_\_\_\_ If so, when? \_\_\_\_\_

What is the best way for us to contact you regarding this application? \_\_\_\_\_

## List your last five years residence history & at least your last two addresses

**Current address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of property (apartment, duplex/4-plex, townhouse, condo, mobile home, house, etc.) \_\_\_\_\_

How long at present address? \_\_\_\_\_ Occupancy dates \_\_\_\_\_ Monthly Rent or Mortgage \_\_\_\_\_

Landlord or Mortgage Company \_\_\_\_\_ Phone \_\_\_\_\_

Loan # (if applicable) \_\_\_\_\_ Why are you moving? \_\_\_\_\_

**Former address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of property (apartment, duplex/4-plex, townhouse, condo, mobile home, house, etc.) \_\_\_\_\_

How long at former address? \_\_\_\_\_ Occupancy dates \_\_\_\_\_ Why moved? \_\_\_\_\_

Former Landlord's Name \_\_\_\_\_ Phone \_\_\_\_\_

**Former address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of property (apartment, duplex/4-plex, townhouse, condo, mobile home, house, etc.) \_\_\_\_\_

How long at former address? \_\_\_\_\_ Occupancy dates \_\_\_\_\_ Why moved? \_\_\_\_\_

Former Landlord's Name \_\_\_\_\_ Phone \_\_\_\_\_

**List all vehicles that will be parked at the property** Driver's License # \_\_\_\_\_ State \_\_\_\_\_  
Vehicle Make/Model/Year License No./State  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

**List your employment history for the last five years** (Please include titles or military ranks, etc. Note: If you are self employed you will be required to substantiate your income with copies of tax returns, 1099s and/or other relevant data.)

**Current Employer** \_\_\_\_\_ Dates \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Position / Job description \_\_\_\_\_ Monthly gross pay \_\_\_\_\_  
 Mo take-home \_\_\_\_\_ Superior's name & position \_\_\_\_\_ Phone \_\_\_\_\_  
 List any additional monthly income you wish to be considered in qualifying your application (child support, SS, etc.) \_\_\_\_\_

**Former Employer** \_\_\_\_\_ Dates \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Position / Job description \_\_\_\_\_ Monthly gross pay \_\_\_\_\_  
 Superior's name & position \_\_\_\_\_ Phone \_\_\_\_\_

**Former Employer** \_\_\_\_\_ Dates \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Position / Job description \_\_\_\_\_ Monthly gross pay \_\_\_\_\_  
 Superior's name & position \_\_\_\_\_ Phone \_\_\_\_\_

**List bank accounts**

<u>Bank Name</u>	<u>Account#</u>	<u>Checking/Savings</u>	<u>Approximate Balance</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

**Credit References - Credit Cards & Loans** What are your approximate scheduled monthly payments? \_\_\_\_\_

<u>Name</u>	<u>Account#</u>	<u>Purpose</u>	<u>\$ Limit</u>	<u>Balance</u>	<u>Mo Payment</u>
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____

**Emergency Contacts** – These should be your nearest relatives or close personal friends who you would want contacted and who you grant immediate access and authorization to retrieve any of your mail and possessions in case of an accident or death.

<u>Name</u>	<u>Address/email</u>	<u>Phone</u>	<u>Relationship</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

**List two personal / professional references** (accountant, lawyer, banker, etc.)

<u>Name</u>	<u>Address</u>	<u>City / State / Zip</u>	<u>Phone #</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

List all animals that you desire to have live on the premises. REMEMBER - all applicants (even those who do not have animals) must register at <https://jprealestategroupllc.petscreening.com>

<u>Animal's Name</u>	<u>Type/Breed/Size</u>	<u>Sex/Neutered/Spayed</u>	<u>Indoor/Outdoor/Both</u>
1. _____			
2. _____			

**Personal Skills:** ☐ Lawn & garden care ☐ Painting ☐ Carpentry ☐ Plumbing ☐ Electrical ☐ Mechanical

Other \_\_\_\_\_

**Tools You Own:** ☐ Vacuum ☐ Mop ☐ Toolbox ☐ Mower ☐ Trash cans ☐ Yard tools ☐ Snow shovel ☐ Hoses/Sprinklers

**Please answer the following questions** *(explain your answers on additional page(s) as necessary)*

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Have you ever been served Notice or asked to move from any tenancy in the past 7 years? <i>If yes, please explain.</i>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you ever been evicted in the past 7 years? <i>If yes, please explain.</i>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Have you ever broken a rental agreement or lease? <i>If yes, please explain.</i>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Have you ever willfully and intentionally refused to pay rent when due? <i>If yes, please explain.</i>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Do you know of anything that might interrupt your income or ability to pay rent? <i>If yes, please explain.</i>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Are there any outstanding judgments against you? <i>If yes, please explain.</i>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Have you had property foreclosed upon or given title or deed in lieu of foreclosure in the past 7 years? <i>If yes, explain.</i>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Have you filed a petition of bankruptcy in the past 7 years? <i>(If yes, please note when and where, if the bankruptcy has been discharged and date of discharge.)</i> _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Are you a named party to a lawsuit or unlawful detainer filing? <i>If yes, please explain.</i>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Have you ever initiated or been the defendant in a lawsuit? <i>If yes, please explain.</i>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11. Have you or anyone in your household been convicted of a felony in the past 5 years? <i>If yes, please explain.</i>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12. <u>Rent is due in advance on the last business day of each month.</u> Are you able to fulfill this requirement?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 13. Are you obligated to pay child support, alimony or separate maintenance? <i>(If yes, how much?)</i> _____   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 14. Are you the co-maker or endorser on any lease, loan or mortgage? <i>If yes, please explain.</i>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 15. Do you plan to conduct any commercial business from the residence? <i>If yes, please explain.</i>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 16. Have you viewed the inside of the property?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 17. Do you have an attorney? <i>If yes, please write the contact info here.</i>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Attorney information: \_\_\_\_\_

**List any additional info you think will help us process your application** *(attach additional pages if necessary)*

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**Applicant agrees to pay a non-refundable fee of \$80.00 to ELK RIVER COMMUNITY for the processing of this application.** Mail or deliver all 5 completed forms (including *Credit Card Authorization*) to 303-D Beltline PL SW 314, Decatur AL 35603 or email to:

[RentalApp@elkrivercommunity.com](mailto:RentalApp@elkrivercommunity.com).

**Note:** All applicants applying to live together in the same property must submit paperwork for all parties before we will begin processing any of the individual applications.

**Remember:** All applicants must register at PetScreening.com. There is a small charge **only** for pet owners. Please refer to our *Rental Information & Application Instructions* for more information. Use this link: <https://jprealestategroupllc.petscreening.com>

**Applicant further agrees** that if, for any reason, he/she becomes delinquent in rents or other charges, Landlord is hereby authorized to charge applicant's MasterCard, Visa or AmEx account to collect those delinquent payments. Applicant also agrees that all credit information maintained by Landlord may be given to any credit reporting service and that Landlord will be held harmless. Applicant certifies that the information given in this application is true and correct. **Applicant understands that any false statements or deliberate misrepresentation of facts will automatically disqualify this application and cause any subsequent rental contract to be null and void and of no effect.**

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**Applicant's Signature**

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**Date**

## **Authorization to Release Information**

I do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself by/to any authorized personnel of ELK RIVER COMMUNITY, its successors and/or assigns. The intention of this authorization is to provide information which will be utilized in connection with a rental application, current lease, former lease, lease renewal and/or collection of funds due ELK RIVER COMMUNITY, its successors and/or assigns.

I hereby authorize current and past landlords, current and past employers, financial institutions, personal references, courts of law and any other person/entity to release information regarding my rental, employment, credit and/or criminal history. I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, including reasonable attorneys' fees arising out of or by reason of complying with this request. This authorization shall survive the original application process and be valid during or subsequent to any lease term of a property through ELK RIVER COMMUNITY, its successors and/or assigns. A copy of this authorization may be accepted as an original.

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**Signature**

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**Date**

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**PRINT NAME**



## Credit Card Authorization

I hereby authorize ELK RIVER COMMUNITY to charge \$\_\_\_\_\_ to my credit card to process \_\_\_\_\_ rental application(s) for the property located at:

\_\_\_\_\_  
I understand that ELK RIVER COMMUNITY charges a \$20 non-refundable processing fee per application and that a separate application is required from each applicant over the age of 18 (excluding dependent children) who desires to reside at the property. Applications from the following people should be processed using this authorization:

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

Name as it appears on my credit card:

\_\_\_\_\_

The billing address for this card is:

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

☐ Visa   ☐ MasterCard   ☐ AmEx

Acct#: \_\_\_\_\_

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

Security Code: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please print name