Application Process

1. Everyone living in the unit is subject to the Resident Criteria. For specific details, please visit: Moore Property Solutions Resident Criteria.
2. Everyone living in the unit who is 18 years of age or older will…
   - Attend the private property showing or view the online walk-through video.
   - fill out the online application and provide the supporting documentation (Digital copies of Photo ID, Employment Verification).
   - be listed on the Lease and required to sign.
   - submit proof of income or other documents if their income will be used to qualify for the required income listed in the Resident Criteria.
3. ALL FEES ARE NONREFUNDABLE (paid via credit or debit card) and include:
   - $49 Application Fee per Applicant: (including but not limited to Application Processing, Income Verification, Previous Landlord, Character Reference, Employment Verification, Credit History, Criminal History, and Eviction Background Checks.)
   - If there are additional fees required by employers for Employment Verification or Landlord for housing verification, those must be prepaid to Moore Property Solutions before application processing can be completed.
4. Application Approval:
   - Background checks completed outside of Moore Property Solutions will not be accepted.
   - Before the application can be processed, all applications in a household must be submitted with completed applications and supporting documents.
   - All applications must be fully processed to make a household approval decision (e.g., one uncompleted application could hold up the other applications from being approved).
5. Pet Policies must be viewed by ALL applicants, whether you have pets or not. Go to: https://moorepropertysolutions.petscreening.com
   - If you do not have a pet, pet policies can be viewed at the link provided. If the applicant does not have a pet, the fee is waived.
   - All pets are requested to be spayed or neutered. $25 Initial Pet screening Fee PER pet (not including Assistance animals, paid to Petscreening.com). If a lease is signed, the fee will be credited back toward the Pet Admin Fee. Property insurance excludes the

following dog breeds: Akita, Chow, Pit Bull, a.k.a. Staffordshire Terrier, Presa Canario, Rottweiler, Sharpei, and Wolf Hybrids.

- After application approval, you will receive the link to complete the pet screening.
- Pet 'meet and greet' and approval.

6. Authorization to make payments and set up software will be given.
7. Lease Signing
    - Go over the lease together, and ask questions.
    - If all parties agree with the expectations sign the lease
    - a link will be sent at that meeting to make payment via the payment processor and software provided by Moore Property Solutions.
    - Deposit/Rent Lock and Pet Admin Fee due within 48 hours of lease signing:
    - The lease will be signed by every occupant 18 years of age and older.
    - If payment is not received within that time frame, the lease can be voided due to nonpayment.
    - We suspend processing of other applications only when a lease is signed by all parties on the lease and a deposit is made.
8. It is suggested that the tenant(s) call and begin the process of placing utilities in their name. The start of the utilities should be on or after the day of possession.
9. 2nd Payment is due before taking possession of the unit (ie. First Month's Full Rent Payment, Pet Rent, etc.)
    - If payment is not made before the date of possession, the money due at lease signing will be forfeited to compensate for lost rent and administration.
10. Move in on the date of possession or thereafter.
11. The inspection report is due within three days.
12. Enjoy your new home!