

RENTAL APPLICATION QUALIFICATIONS AND NOTIFICATIONS

As a condition of occupancy, any person of legal age (18 years old or older) intending to occupy the property must complete an application and pay a nonrefundable application fee.

FAIR HOUSING: Southern Property Management Services and our property owners are committed to compliance with all federal, state and local fair housing laws. It is our policy to comply with all laws prohibiting discrimination, including those that prohibit discrimination based on race, color, religion, national origin, sex, handicap, familial status, disability, sexual orientation, or gender identity.

AGENCY DISCLOSURE: Southern Property Management Services has acted as Agent for the property owner in this transaction and is being paid a fee by the property owner. Southern Property Management Services has not acted as Agent in this transaction for any applicant, tenant or occupant.

MINIMUM REQUIREMENTS REQUIRED FOR THE APPROVAL OF A RENTAL APPLICATION INCOME/ EMPLOYMENT:

- Employment verification must be obtained on all financially responsible applicants, reflecting current employment..
- Self-employed applicants must provide the most recent year's personal tax return to show proof of income as well as bank statements for the most recent 3 months.
- Net monthly income must be at least three (3) times the advertised market rental rate for the property desired. Unverifiable income will not be considered. Proof of earnings from social security, child support, alimony or spousal support must be verified by submitting the supporting government/court/authority documents.
- Acceptable income verification includes one of the following:
 - (1) most recent month of pay stubs showing year-to-date earnings,
 - (2) most recent personal tax returns with proof of current employment
 - (3) newly employed applicants (less than 30 days) can use an accepted offer and acceptance letter on company letterhead signed by the direct supervisor, or payroll, or human resources department representative as proof of employment.
 - Phone, E-Mail, and/or Fax verifications of employment may also be performed on all applicants.

CREDIT / DEBT: We will obtain a credit report for all financially responsible applicants. We do not accept copies of credit reports supplied by applicants or other sources, no exceptions. Using a CPN, Credit Profile Number or Secondary Credit Number in place of your Social Security Number on a rental application will be grounds for an immediate denial of your application. An unsatisfactory credit report will result in the denial of a routine approval of the application. An unsatisfactory credit report reflects past or current bad debts, late payments, unpaid bills, any collection accounts, liens, judgments, bankruptcies, foreclosures, short sales or a credit score including, but not limited to, those below 650. The monthly debt payment obligation as reported on the credit report plus monthly rent rate will be used to calculate a debt to income ratio. Applicants must have a debt to income ratio of less than 45%. Insufficient or lack of positive credit history shall also be cause for denial and/or conditional approval.

RENTAL HISTORY: Each applicant must have at least two (2) most recent years of verifiable and satisfactory rental history, and/or homeownership. Satisfactory rental history reflects prompt monthly payments, sufficient notice, fulfillment of previous lease and the property left with no damages. All references must be verifiable, family references are not acceptable. Negative references can be grounds for denial. We will perform a National Eviction Record Database Search on every applicant 18 years old or older.

CRIMINAL HISTORY: We will perform a National Criminal Background Sexual Offender Search and OFAC Patriot Act Search on every applicant 18 years old or older.

A conviction, guilty plea or no-contest plea for any felony or misdemeanor involving assault, intimidation, sex related, drug related, property damage, weapons charges, trespass, theft, prostitution or dishonesty are grounds for denial. Any criminal record activity that could be deemed harmful or threatening to the health and safety of any individual, the rental property, neighborhood / community or property of others will be grounds for denial. Pending charges or outstanding warrants for any of the above will result in a suspension of the application until charges are resolved. Properties will not be held off the market while awaiting results of pending charges.

ANY APPLICATION NOT MEETING THE ABOVE MINIMUM REQUIREMENTS WILL BE PRESENTED TO THE PROPERTY OWNER FOR CONSIDERATION, UNLESS PROPERTY OWNER HAS SPECIFICALLY INSTRUCTED AGENT TO WITHHOLD APPLICATIONS FOR CONSIDERATION WHICH DO NOT MEET CERTAIN MINIMUM REQUIREMENTS. AGENT FOR AND ON BEHALF OF PROPERTY OWNER SHALL HAVE THE RIGHT TO APPROVE, APPROVE CONDITIONALLY OR DENY ANY APPLICATION NOT MEETING THE ABOVE MINIMUM REQUIREMENTS. AGENT FOR AND ON BEHALF OF THE PROPERTY OWNER IS UNDER NO OBLIGATION TO ACCEPT AN APPLICATION NOT MEETING THE ABOVE REQUIREMENTS.

CONDITIONAL APPROVAL: If the property owner is willing to conditionally approve an application not meeting the above requirements, the property owner may, at owner's sole discretion, require a security deposit in excess of one month's rent and/or a co-signer. The property owner may require a security deposit in the amount of two month's rent or more to offset the risk to the property owner on any application not meeting the above minimum requirements. Should the property owner be willing to accept a co-signer, the co-signer must have a verifiable source of monthly net income in an amount no less than five (5) times the monthly market rental rate, minimum credit score of 720 and must meet the remaining minimum

qualifying requirements as presented above. The co-signer must submit a rental application and/or guarantor form, pay a nonrefundable application fee, sign the guarantor for lease agreement, and must reside in the State of Georgia. A co-signer will be fully responsible for the lease if the occupying resident defaults and may be turned over to collections for any balance due on account for unpaid rent, fees and/or damages after tenant vacates the property

ACCEPTANCE / DENIAL: It typically takes 3 to 5 business days to process an application. Delays in the process are typically due to incomplete information being submitted or difficulty reaching employers and/or landlords for verifications. Applicant's failure to provide all of the necessary documentation within a reasonable amount of time can be grounds for denial of application and the applicant shall not be entitled to a refund of application fee(s) paid. All applicants applying together must qualify; denial of one applicant will result in the denial of all applicants. Providing false or misleading information will result in the denial of application or subsequent termination of tenancy upon determination of such falsified information. After application(s) are approved we will prepare a lease for signature. Within two (2) business days of applicant being notified by Southern Property Management Services of their approval, the applicant(s) must sign the lease and pay a nonrefundable Reservation Fee equal to one month's rent to remove the property from the market. Failure to comply with this requirement will result in your application being closed and the property being released to the next applicant. Reservation Fees must be paid in the form of bank (certified) funds made payable to Southern Property Management Services and delivered to our office during normal business hours. We do not accept payment of Reservation Fees by cash or personal check. In order to move-in, a full month's rent must be paid and proof of utilities being active in the tenant's name must be provided. Any prorations for the first month of occupancy will be credited to the second months' rent. Applicant-agrees they shall-be-responsible for rent beginning on the "Commencement Date" listed on the signed lease, regardless of when Tenant takes possession of the property. Should they refuse to take possession of the property on the "Commencement Date" listed in the signed lease then the Applicant can be deemed in default. In the event of default, Applicant acknowledges that the Landlord listed in the signed rental agreement with Applicant shall keep the Reservation Fee as liquidated damages, which is compensation for holding the property off the market, and hold Tenant responsible for rent until an approved replaced tenant is secured. Applicant agrees that the amount of lost rent in holding the property off the market is unknown and that this provision is intended as a good faith estimate of Landlord's damages in the event of Applicant's default. The Reservation Fee is NOT the Security Deposit. We will process collected Security Deposits upon the Move-In Inspection.

MOVE-IN: After receiving the signed Lease and Reservation Fee, our office will remove the property from the market, email you a list of utility companies, and contact you to schedule your Move-in of the property. Move-in inspections are performed by the Tenant(s) and must be returned within three (3) business days of taking possession of the property. Applicants cannot move any items into the property or take occupancy of the property until the Commencement Date on the signed Lease Agreement and only after all necessary documentation and payments have been provided. Failure to return a completed Move-In Inspection shall be considered as Tenant's determination that the property is free of any pre-existing damages.

LEASES: Rent is due on the 1st of each month and considered late if not paid in full by the 5th. A \$35 late fee incurs at 9 a.m. on the 6th, 13th, 21st and 30th day of the month. Late Fees will be assessed for each Tenant with an unpaid rent balance on the 6th, 13th, 21st & 30th of each month, no exceptions. All leases must start within 30 days of an approved rental application(s) if property is vacant. For occupied properties, please check with a member of the property management team for availability. The lease start date (Commencement Date) must be on a business day. We do not start leases on weekends or holidays. A sample copy of our lease can be obtained via email. Please contact the property management team during normal business hours to request a copy.

Smoking: I understand that I am applying for a property which has a NO SMOKING policy. Tar and nicotine are not considered normal wear and tear. Smoke mitigation is extremely expensive. Tenants will be fined and shall also be responsible for all damages and/or cleaning fees resulting from allowing anyone to smoke inside the rental property.

Pets: Property owners set their own pet restrictions, please check with the property management team during normal business hours to make sure the property owner will accept your pet prior to submitting a rental application. Even if the property owner of the property being applied for accepted pets, the below listed dog breeds or mixture of breeds may still not be allowed in some circumstances: Pit Bull, American Staffordshire Terrier, Staffordshire Bull Terrier, Chow, Doberman Pinscher, German Shepherd, Rottweiler, Perro de Presa Canarios, any Wolf-Hybrid or any mix of these breeds.

Normal Business Hours / Mailing Address: Our normal business hours are Monday through Friday from 9:00 AM to 5:00 PM excluding holidays. The phone number for the Property Management Team is 912-764-1130 and the fax number is 912-764-8811. You may E-Mail the office at SPMS@SPMSStatesboro.com.

Payments: Payments must be made payable to Southern Property Management Services and can be mailed to or dropped off at Southern Property Management Services, 101 Hawthorne Rd, Statesboro, GA 30458.