CLARK REALTY

Application Process & Screening Criteria

All applicants must apply online at www.clarkrealtysa.com. K Clark Property Management, LTD. is committed to Equal Housing Opportunity, and we fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin or Age. We also comply with all state and local fair housing laws. Everyone who requests an application will receive one.

PRIVACY NOTICE

K Clark Property Management, LTD. is delighted that you have chosen to do business with our company and we are committed to honor that relationship with great care. The confidential information that may come into our possession during your transaction with us will be kept confidential. We believe that your privacy should not be compromised and are committed to maintaining the confidentiality of that information.

You can be reassured that we respect your privacy and safeguard your "nonpublic personal information". Nonpublic personal information is information about you that we collect in connection with providing a service to you. Nonpublic personal information does not include information that is available from public sources, such as telephone directories or governmental records.

APPLICATIONS

We do not pre-screen applications. Applicants are required to pre-screen themselves to make sure that they meet all rental criteria requirements

****Multiple applications may be reviewed simultaneously with the strongest application being approved****

An application must be completed by every person over the age of 18 that is or will be residing in the home. Application fees are $85.00 per application and are non-refundable. All applicants are required to provide a copy of a current photo ID (We accept Driver's License and any other government issued photo identification card), a copy of their Social Security card or suitable documentation (W-2, 1099, etc.), and proof of income (Last 3 pay stubs, LES, etc).

DISCLOSURE OF AGENCY

K Clark Property Management, LTD. agents are acting as agents for the Landlord and do not represent prospective tenants. Although K Clark Property Management, LTD. agents show "For Lease" properties to prospective tenants, they are not acting as tenant representatives and are working as agents of the Landlord.

Residential qualifying criteria are subject to change at the owner's discretion and without notice.

We aim to provide our owners with the best possible tenants for their properties.

GENERAL RENTAL CRITERIA

K Clark Property Management, LTD. requires the following information to be provided and approved for the rental of one of our properties.

- **Good rental history:**
  - **No broken leases or evictions**
  - **No prior structural damage to any property that you have rented.**
- **Verifiable Income:**
  - **Requirement of *net income* to be (3) times the amount of the rent.**
- **Criminal Background Check:**
  - **Felonies (1st, 2nd, 3rd degree) will be evaluated on a case-by-case basis. No sex offenses of any kind.**
- **Credit History/Score:**
  - **Credit scores under 550 may be automatically declined.**
  - **No judgments or monies owed to any previous landlords or property mgmt. companies.**

Rental History

We require you to provide us with information (name, address, telephone numbers, email, etc.) of Landlords with the dates of tenancy for the past 3 years. This information must be verifiable. Incorrect or incomplete contact information may delay processing.

Income Verification

K Clark Property Management, LTD. requires a minimum net income of (3) times the rent rate. Income must be verifiable from an unbiased source (tax returns, pay stubs, etc.). Self-employed individuals must provide acceptable CPA-prepared financial statements and/or tax records.

Criminal Background Check

A criminal background check will be conducted on each applicant. The inability to obtain a complete background check will be grounds for denial of an application. We will not rent to any convicted sex offenders or anyone required to register as a sex offender.

Credit History/Score

We will obtain a copy of your credit report and credit score from Experian. A minimum credit score of 650 is required for approval. Offering an approval based upon a credit score below 650 comes with inherent risk to the landlord and property manager. An approval may be offered to tenants with less than perfect credit as long as they can pay the additional deposit associated with their credit scores to offset the risk involved for all parties.

- **Applicants with a credit score of 550 to 599 may be required to pay two (2) times the deposit.**
- **Applicants with no credit score or a credit score of 600 to 649 may be required to pay one and a half (1.5) times the deposit.**

Credit History/Score (cont.)

This program is offered on a Case-by-Case basis only ---weighing heavily on other factors outside of credit score to include income and rental history compiled by Experian. K Clark Property Management LTD. maintains the right to retract this offer for any applicant based on other criteria associated with the application process. If multiple applicants apply, we will use an average credit score of all adults. An additional deposit may be required for other reasons besides credit score. Any required additional security deposit becomes part of your security deposit and is refundable according to the terms of your lease agreement.

Pet Criteria

Policies on pets vary from home to home. Certain owners do not permit pets (other than approved service animals) while others may restrict the type and/or size of pets. Usually, a total of two pets per household are permitted. We require with your application, a picture of each animal that will be on the property. The approval process and final determination of breed will be the responsibility of K Clark Property Management LTD. These determinations are final.

Tenant(s) will be charged a one-time $35.00 administration fee and monthly pet rent of $30.00 for each approved pet. Pet policies are strictly enforced, and any breach of the contract may be grounds for immediate termination of lease. Unauthorized pets on the premises may also be grounds for termination of your lease agreement. Aggressive breeds are not permitted. Please refer to our "Restricted Dog Breed List" for a complete list. Verification of this is the responsibility of the applicant(s).

***If the application is approved, tenant must provide proof of current renter's insurance with K Clark Property Management, Ltd. named as additional insured. Tenant will have 24 hours from lease commencement date to provide proof of coverage. The policy must remain in effect throughout the term of the lease so long as a pet is on the premises. If the policy expires or is canceled, K Clark Property Management, Ltd. is hereby authorized to purchase, at tenant's expense, a new policy.**

Application Processing

Applicant(s) will be notified when the processing has been completed and a decision has been made. Processing can take 5-7 business days depending on how quickly we receive a response from your current and/or previous landlords. You will not be updated during the process unless we require additional information. If we do require additional information or have any questions, we will use the email address you provided on the application to contact you.

Exceptions to any of the qualification criteria can be made on a case-by-case basis. Final approval is at the discretion of the Property Manager and/or the Owner of the property.

Errors and Omissions

Every effort has been made to provide applicant(s) with reliable and accurate information regarding the home you are applying for – however, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all tenants to verify schools, room sizes, allowable pets, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in the MLS advertisement, on the internet, or www.clarkrealtysa.com does NOT constitute a written agreement or guarantee of the facts stated.

Renter's Insurance

All our properties require the tenant to maintain renter's insurance during the life of the lease.

Upon Approval

The applicant(s) will be notified by email.

- **Applicant(s) will have 24-hours after notification of approval to sign the lease and obtain a security deposit insurance policy through Rhino. Failure to do so may result in the property being placed back on the market.**
- **All funds must be paid in full before receiving keys to the property. This is to include the first full month's rent (Prorated rent will be paid the second month), obtaining a security deposit insurance policy through Rhino, pet fees (if any), and any applicable monthly utilities (i.e., water/gas/trash).**

Resident Acknowledgement

If your application is approved, *Citizen Home Solutions* will contact you to assist with setting up your water, gas, electricity, internet, cable/satellite TV, and security monitoring. By submitting your application, you hereby agree that *Citizen Home Solutions* may contact you via email, text, and or phone call.

IMPORTANT NOTICE

ATTENTION APPLICANTS!!!! **If you are being represented by a REALTOR® who has physically showed you the home in person, you are obligated by the National Association of Realtors (NAR) to have completed a written Buyer / Tenant Representation Agreement. In that agreement are portions illustrating what is the maximum commission amount the REALTOR® can receive, and who will be paying that commission. Be aware that not every home being marketed by K Clark Property Management, LTD. will be offering a Tenant Realtor Commission. Per the NAR guidelines, that decision must be left solely to the homeowner and is not a K Clark Property Management, LTD. policy.**

WARNING!!!! **Should you choose to indicate you are being represented by a REALTOR® on your application, and the home you choose to lease is NOT offering a Tenant Realtor Commission - you may end up having to pay your REALTOR® directly out of pocket. We advise all applicants working with a REALTOR® to carefully read your Buyer / Tenant Representation Agreement and consult with an attorney if you have any questions or concerns.**

By signing this agreement, you are indicating that you have had the opportunity to review the resident qualifying criteria and understand it. If you do not meet the qualifying criteria for approval, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

_____	_____
Applicant	**Date**
_____	_____
Applicant	**Date**
_____	_____
Applicant	**Date**
_____	_____
Applicant	**Date**