

APPLICATION PROCESS

Thank you for choosing to apply with Sundance Property Management, LLC. In order to best serve you, it is important you fully understand our application policies and procedures prior to beginning the application process. It is the policy of Sundance Property Management, LLC that applications must be complete and all fees paid prior to submission for consideration. All completed applications are processed on a daily basis (Mon-Fri).

A COMPLETE APPLICATION MUST CONTAIN:

- Completed Sundance Property Management, LLC application (**One for each individual 18 years and older**)
- \$35 online application fee and \$50 paper application fee
- Security Deposit and \$50 Administration Fee (**nonrefundable**) due upon approved application (**Certified Funds or Money Order**)
- **Security Deposit Affidavit**
- **All Application Fees and Security Deposits Are Non-Refundable Until Full Completion of the Lease Per the Security Deposit Affidavit**

FEDERAL FAIR HOUSING ACT

Sundance Property Management, LLC does business in accordance with the Federal Fair Housing Law. (The Fair Housing Amendments Act of 1988.) Agents understand that it is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or National Origin. This applies in the sale or rental housing and the financing or appraisal process. In addition, blockbusting is illegal.

GENERAL RENTAL CRITERIA

INCOME

Our income requirement is a minimum of three (3 times) the rent charged on the residence. Section 8 vouchers and certificates may be accepted and are subject to approval of the property manager. Employment/income must be verifiable by the property manager. All source of income verification must be current and pertains to the following:

- Employment (1 Month of Paystubs)
- Self-Employment (Taxes or 3 Months of Deposits)
- Social Security/SSI Benefits (Current Award Letter)
- Pensions (Award Letter or 3 Months of Deposits)
- Retirement Income/Savings (3 Months of Deposits)
- Trust Fund Income (3 Months of Deposits)
- Alimony (Court Order)
- Child Support (6 Months to 1 Year of Payments)
- Government Benefits (SNAP Cash Assistances /SNAP Food Benefits)- Award Letter

RENTAL HISTORY

No Forcible Entry and Detainers (evictions) unless you have verifiable documentation of landlord irresponsibility. However, any Forcible Entry and Detainers due to property damage, unpaid rent, drug use, or any criminal activity by the resident will not be accepted under any circumstance.

If you have no prior rental history, then you may be asked to provide a qualified co-signer. The co-signer must fill out our application, have a good credit history, verifiable income, and be willing to sign the lease.

CO-SIGNER

If a co-signer is required, the co-signer must meet the following requirements:

- Co-signer must complete the application and pay the application fee
- Must meet all the same requirements as the applicant and also have a strong credit rating (**Strong credit is defined as a FICO Score of 700 or higher**)
- Verifiable income of at least four (4 times) the rental amount in order to support their current housing payment and that of the applicant

CREDIT HISTORY

Credit report will be run on each applicant(s) and will be considered in the overall credit worthiness of the application. Credit history should show that the resident has paid bills on time and does not have a history of debt write-offs or accounts that have gone into collections. Any money owed to a previous landlord or to any utility company is a cause of denial. Residency may also be denied due to unsatisfactory credit history. If an applicant is declined for poor credit history, the applicant will be given an adverse action letter with the name, address, and telephone number of the credit reporting agency that provided the report.

***Based on the credit score, your application maybe fully accepted with security deposit, decline, or accepted with conditions including a Guarantor (Co-signer) and/or additional security deposits.**

CRIMINAL BACKGROUND CHECK

Residency may be denied due to criminal history

DISQUALIFICATION FROM RESIDENCY FOR LIFETIME

- First or Second Degree Murder
- First through Third Degree Assault
- Kidnapping
- First through Fourth Degree Criminal Sexual Conduct
- Arson
- Harassment and Stalking
- An Attempt to commit one of the above crimes
- Any crime that would require applicant to register as a sex offender

CRIMES THAT DISQUALIFY FOR RESIDENCY FOR 7 YEARS AFTER COMPLETION OF THEIR SENTENCE

- Third Degree Murder
- Second Degree Manslaughter
- Criminal Vehicular Homicide or Injury
- Simple or Aggravated Robbery
- Any Felony Drug or Narcotics Convictions
- False Imprisonment
- Carrying a weapon without a permit or any other weapons charge
- Felony Theft
- Felony Forgery
- Felony Burglary
- Terrorist Threats
- Felony Controlled Substance
- An attempt to commit one of the above crimes
- A Conviction in another jurisdiction that would be a violation of the above crimes

PET POLICY

- Pet Deposit: \$100.00 Per Pet (**Refundable**)
- Pet Rent: \$25.00 Per Pet Monthly
- Only two pets per home, up to 40 lb. limit
- Service or companion animals that assist tenants with special needs will always be accepted, provided documentation must be submitted. A pet deposit will not be charged for a service or companion animal.
- Baby-sitting or care taking of any other person(s) animals or pets is prohibited.
- Sundance Property Management, LLC are unable to accept aggressive breeds.
- Please consider the following breeds “Unacceptable”:
 - Akita
 - Alaskan Malamutes
 - American Bulldog
 - Boxer
 - Bullmastiff or Mastiff
 - Chow
 - Cane Corso
 - Doberman
 - English Bulldog
 - German Shepard
 - Husky
 - Presa Canario
 - Pit Bull
 - Siberian Husky
 - Staffordshire Terrier
 - Wolf Dog/ Wolf Hybrid
 - Bull Terrier
 - Pit Bull Terrier
 - Rottweiler
 - Any combination of these or any dog that has any of the above breeds lineage may also be deemed unacceptable at the discretion of the property manager.

CONTINGENCY

By submitting this application, you certify that you accept the property in as-is-condition. Should you desire to request any minor repairs, please read the below statement.

You have personally inspected the property and are submitting an application to lease from Sundance Property Management, LLC. If requesting repairs, they must be submitted prior to occupancy. If the items are approved by the landlord, they become mutually agreed to conditions of the Residential Rental Contract (Lease) and are to be agreed upon by both parties on the condition that at least (10) days exist between this agreement and occupancy. Please note the Landlord and/or Agent reserves the right to negotiate and seek an increased monthly rental rate if the repair contingencies are in excess of \$200.00.

It is further acknowledged that Agent does not have the authority to approve, or disapprove, the requests.