

## Rental Standards

To our prospective residents: It is the policy of Lake James Real Estate to uphold **all** Fair Housing laws and conduct all brokerage activities without respect to the race, color, religion, sex, national origin, handicap, or familial status of any prospective party.

- Lease Terms:** Twelve Months
- Lease Deposit:** One month rent
- Application Fee:** On-line fee paid per applicant to Tenant Verification Services Inc.
- Pet Policy:** A maximum of two (2) animals (cat or dog) is permitted with an executed Pet Agreement (if allowed by owner). Each pet must not exceed 60pounds. Management has the right to deny any pet due to size, breed or any other issues deemed applicable.
- Pet Fee:** \$350.00 to \$500.00 per pet, when allowed. Renter's Liability Ins Required

## Occupancy Standards

Single Family Residential  
Four (4) persons per two (2) bedroom house  
Six (6) persons per three (3) bedroom house  
Newborns less than eighteen [18] months old are not counted as occupant under this standard.

## Applicant Qualifications

- Age:** All applicants must be 21 years or older.
- Income:** Pre-Tax income must be a minimum of three times the monthly rent.
- Employment:** Stable and verifiable current local employment, minimum of 1 year. If you have changed employers during the past six (6) months, we will verify previous employment to meet the 1-year requirement. A cosigner may be required if employment minimums are not met.
- Rental History:** Excellent verifiable residential rental history for a minimum of 1 year or verifiable mortgage payment history.
- Credit:** Excellent credit history for the previous two (2) years. Credit ratings less than 650 and bankruptcies are reviewed carefully and may be cause for refusal. A cosigner may be required if credit history is unacceptable. Applicants with no credit history or a marginal history are required to pay an additional deposit.
- Criminal:** All applicants are screened for criminal background checks and verified results may result in rental denial.

A rental application must be truthfully completed for each individual age twenty-One (21) years or older who will be residing in the unit. The applicant will pay the online Tenant Verification fee directly and release the reports to the agent. Applicants must have access to email to authorize and verify their credit history. All tenants must receive a copy of the Fair Credit Reporting Act Summary of Rights before the application can be processed.

## Rental Application Form

Each adult applying for unit must complete a separate application. Please print. All information must be filled in completely. The decision to rent to you will be based in great part on your credit history and references.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rental Address: \_\_\_\_\_

### YOUR PERSONAL INFORMATION

Full Legal Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

DOB: \_\_\_\_\_

Drivers License State: \_\_\_\_\_ Number: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Household Members/Relation/Age: \_\_\_\_\_

Cont. \_\_\_\_\_

Cont. \_\_\_\_\_

Cont. \_\_\_\_\_

Present Address, Min. One year history: \_\_\_\_\_

Rent or Own?: \_\_\_\_\_ How Long? \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Rent Amount: \_\_\_\_\_ Why are you leaving? \_\_\_\_\_

Previous Address: \_\_\_\_\_

Amount: \_\_\_\_\_ How Long: \_\_\_\_\_ Landlord Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Why did you leave? \_\_\_\_\_

Employment History: Current Employer, Min. One year: \_\_\_\_\_

Position: \_\_\_\_\_ How Long: \_\_\_\_\_

Gross Monthly Salary: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Phone Contact: \_\_\_\_\_

Former Employer: \_\_\_\_\_ How Long: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Other Monthly Income: \_\_\_\_\_ Source: \_\_\_\_\_

SIGNATURE OF APPLICANT granting permission to access credit report and background check: \_\_\_\_\_

# FCRA Summary of Rights

## A Summary of Your Rights - Under the Fair Credit Reporting Act.

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you - such as if you pay your bills on time or have filed bankruptcy - to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§ 1681-1681u, by visiting [www.ftc.gov](http://www.ftc.gov). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you - such as denying an application for credit, insurance, or employment - must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs - to which it has provided the data - of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in the future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items and the source of the information.** If you tell anyone - such as a creditor who reports to the CRA - that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA - usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for the unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

FOR QUESTIONS OR CONCERNS PLEASE CONTACT:  
Federal Trade Commission  
Consumer Response Center - FCRA  
Washington, DC 20580 \* 1-877-382-4357