

Non-refundable \$35 fee required

Port Property

M A N A G E M E N T

104 Grant Street, Portland, ME 04101 ·

www.portpropmgt.com · T: (207) 775-5673 · F: (207) 761-8048

Rental Application

Building: _____ Apt: _____ Rent: \$ _____ Leasing Agent: _____

Taking the optional parking (if applicable)? Y N N/A Move-in Special?: _____

Desired Move in Date: _____ Latest Possible Move in Date: _____

First: _____ MI _____ Last: _____ D.O.B.: _____

Soc. Sec. #: _____ - _____ - _____ Driver's License #: _____ State: _____

Phone#: _____ Email: _____

Roommates moving in with you: _____

Pets? No Yes (Description: type, size, age) _____ Aware of the pet fees? Y N

Is your pet fixed? Y N Have necessary shots? Y N If no, explanation: _____

RENTAL HISTORY/ADDRESS

Current Address: _____ City: _____ State: _____ Zip Code: _____

Dates of Residency: From _____ To _____ Reason for Moving: _____

Landlord: _____ Phone#: _____ Email: _____

Previous Address: _____ City: _____ State: _____ Zip Code: _____

Dates of Residency: From _____ To _____ Reason for Moving: _____

Landlord: _____ Phone#: _____ Email: _____

Previous Address: _____ City: _____ State: _____ Zip Code: _____

Dates of Residency: From _____ To _____ Reason for Moving: _____

Landlord: _____ Phone#: _____ Email: _____

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INCOME

GROSS Income per year: _____ OR Hourly \$ _____ + # of hours per week _____

Occupation: _____ Place of Employment: _____

Phone#: _____ Date started: _____ Will you have this same job while living in the unit? Y N

Income: _____ Source: _____ Are you a student? Y N

GENERAL QUESTIONS

Do you have housing assistance? : Yes No If so, which agency? _____

Do you smoke? : Yes No Are you moving from out of state? Yes No

Have you ever been evicted? : Yes No Explanation: _____

Did it result in going to court? Yes No Explanation: _____

Do you have a criminal background? : Yes No Explanation: _____

How did you hear about us? : Craigslist / Zillow / Trulia / Web search / Apts.com Other: _____

Referred by a PPM Resident (list name): _____

EMERGENCY CONTACT: Name: _____ Phone: _____

Relationship: _____

I do hereby certify that the information on this application is correct and complete to the best of my knowledge. I do hereby authorize Port Property Management, any of its staff and/or an authorized representative to contact any prior employers, landlords, companies, credit bureaus, law enforcement agencies and/or consumer reporting bureaus, including but not limited to Yardi Systems Inc. I agree to pay the \$35.00 application fee for this application, and also make a holding deposit of one (1) month's rent to hold the apartment indicated. Should I decide not to rent the aforementioned apartment *after* twenty-four (24) business hours (equal to one day) from submitting this application, the deposit will be held as a security deposit to cover any rent lost incurred due to PPM taking the apartment off the rental market. If I paid my Holding Deposit via credit card and it has to be refunded for any reason (other than the application being declined after fully processing it), I understand my refund will be less a \$50 processing fee. I understand that at the time of lease signing, the first month's rent and security deposit will be due (the original holding deposit will be held as the last month's rent). In the event that Port Property Management rejects this application, I understand that the holding deposit will be returned, but any and all application fees are non-refundable. I authorize and consent to the permanent recording and retention by Yardi Systems Inc. of this application. However, this application and the information herein may only be re-published and released upon my subsequent written or electronic authorization and only to a third party I specifically designate. I release and hold Yardi Systems Inc. harmless from any and all liability for said acts, provided these conditions are met. I also certify that I have read and understand PPM's rental policy and process. Dishonesty or inappropriate/threatening behavior towards any Port Property Management employee, agent or resident during the application process will be grounds for denial.

APPLICANT'S SIGNATURE: _____

DATE: _____

Rental Policy and Process

- 1. Application Process:** We evaluate every rental application in the following manner: You must complete and submit a rental application along with a non-refundable \$35 application fee and a holding deposit equal to one-month's rent. We will then hold the apartment for you as long as it is agreed upon that you will begin paying rent within 30 days of putting down the holding deposit. We will then run your application through our screening company, which will check your credit report, background, and rental references to confirm that you fully meet our criteria. If you do not qualify, we will deny your application and return your one-month holding deposit. If you meet our criteria, we will approve your application and send you an email with a sample lease attached. If you change your mind about renting the apartment within 24 hours of your application being approved, we will refund your one-month holding deposit. If after the 24 hour period you decide you will not rent the apartment, your deposit will be held as loss of rent due to the apartment no longer being rented.
- 2. Rental Criteria:** To qualify for an apartment with Port Property Management, you must meet the following criteria:
 - I. Income.** Your gross monthly income must be at least two and a half times the monthly rent (i.e. if the rent is \$800, you must prove at least \$2,000 for your gross monthly income). If you are unemployed and/or don't make the required amount, you will be required to have a cosigner (see cosigner details below).
 - II. Rental History.** You must have at least two years of recent (in the past three years), satisfactory rental requirements. If you have ever been evicted and/or sued for any serious lease violations, or owe another landlord money, your application will be denied. If you do not have two full years of recent references, you will be required to have a cosigner.
 - III. Credit History/Background Check.** We run a credit and background check on every person over the age of 18 residing in our apartments. There is a non-refundable \$35 application fee. Your security deposit is dependent on the outcome of the application (variable dependent on all aspects of the application, though everyone should be prepared to pay a full month's rent for security deposit). If a felony of any kind or a criminal charge/misdemeanor involving dishonesty/violence or related subject matter is found in your background check, or you are on a Sex Offender Registry, your application will be denied. If your credit is below 620 or you have no credit history, you will be required to have a cosigner. If your credit is 500 or below, your application will be denied.
 - IV. If Cosigner is Necessary.** If you do not meet one or more of the above mentioned criteria, you may still qualify for an apartment by having a third party guarantee your lease. In order for a cosigner to qualify, he/she must have a credit score of 680 or above and provable income of at least four times the monthly rent. The same screening process will be done for the cosigner, which means there is an additional non-refundable \$35 application fee.
 - V. Move-in Costs.** We require First Month's Rent, Last Month's Rent and a Security Deposit before moving in.
 - VI. Dishonesty.** If we find that you have been dishonest on any part of your application we will deny your application immediately. Please be sure to list all rental references on your application and answer all questions honestly.
 - VII. Pets.** We will gladly rent to residents who have up to two pets if they pass the above criteria and agree to the terms of the Pet Addendum. The monthly fee is \$20 for cats and \$50 for dogs (\$40 each for 2 dogs). No dogs are permitted in or around the premises without prior express approval of Landlord. Dogs must be met and approved prior to accepting an application/holding deposit.
- 3. Equal Opportunity Housing Provider:** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, disability, familial status, sexual orientation or national origin. We also comply with all state and local fair housing laws.
- 4. Apartment Availability:** We update our list of apartments as each apartment becomes available and/or as each apartment is rented. An apartment that's available in the morning may not still be available later that same day. We will not hold an apartment for any prospective tenant without a deposit equal to one month's rent and a completed application.
- 5. Occupancy Guidelines:** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions we adhere to all applicable fair housing laws. All advertised prices are based on one tenant per living space. An additional resident, per living space, may reside in the apartment, with PPM's approval, at an additional cost.

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