



## Rental Application Policy

Thank you for applying with Emerald Homes for your housing needs. In order to best serve you, we feel it is imperative that you are made aware of, and fully understand our application policies and procedures.

Each adult over the age of 18 years needs to submit an application. The Application Fee is \$75 per adult and is a **Non-Refundable FEE**. Before you apply for the home, read the following information carefully concerning the approval process. If you have any questions, contact our Leasing Office at 770-822-6040 ext. during business hours. Monday to Friday 9am to 5pm.

### \*Lease Application Does Not Create a Lease\*

This Lease Application, even if accepted, shall under no circumstances be considered a Lease Agreement, or an offer to lease. No lease shall exist unless and until the parties enter into a formal Lease Agreement and the applicant pays all required fees, deposits, and advance rent.

Emerald Homes fully complies with the Fair Housing Law. We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin or age. We also comply with all state and local fair housing laws. Approval is based on Several Factors:

1. Identification Verification
2. Credit History & Verification
3. Rental History & Verification
4. Income History & Verification
5. Employment History & Verification
6. Criminal Background & Terrorist Database Search (Addendum Attached)
7. Verifast link to complete the verification of your identity and income.
8. Pet Screening "Petscreening.com Pet, Animal & No-Pet Profile"

Please read this document carefully before signing. It is the policy of this management company 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, excluding Holidays). All completed applications for the same property may be submitted to the landlord for final decision.

### An application will contain:

1. Signed Emerald Homes General Rental Criteria, Rental Application Policy and Procedures Form
2. Signed Emerald Homes Privacy Notice (Full Addendum Attached)
3. Emerald Homes Residential Lease Application; (One for each individual 18 years and older)
4. \$75 Application fee for each Emerald Homes Residential Lease Application submitted

### Required Supportive Documentation:

1. Valid Driver's License or other Photo ID for each Residential Lease Application submitted
2. Verifiable Proof of Income (1 month of paystubs or 2 years of tax returns if self-employed/1099)
3. Verifiable Cash Reserves (2 Months of Bank Statements)

[www.emerald-homes.net](http://www.emerald-homes.net)  
office: 770-822-6040



# EMERALD *Homes*

## General Rental Criteria

### Advertised Security Deposit if:

- Good Rental history
- No Foreclosures, No Short Sales, No Bankruptcies, No Evictions, No Eviction Filings or are older than 7 years (-0- balanced owed)
- Credit score is over 650
- Monthly income is greater than 3 times the monthly rent
- Debt ratio on credit report is less than  $\frac{1}{4}$  of annual gross income

### Advertised Security Deposit and Additional One Month Deposit if:

- No Rental history but there is a qualified guarantor (co-signer)
- No Foreclosures, No Short Sales, No Bankruptcies, No Evictions, No Eviction Filings or are between 5-7 years old (-0- balanced owed)
- Credit has collections that are charged off
- Credit score is less than 650
- Monthly income is greater than 3 times the monthly rent
- Debt ratio on credit report is less than  $\frac{1}{4}$  of annual gross income

### Denied if

- No proof of Rental history or No Guarantor
- Bad rental history (continually late or owes an apartment/landlord or any outstanding rental judgements)
- Foreclosures, Short Sales, Bankruptcies, Evictions, Eviction Filings are less than 5 years old
- Monthly income less than 3 times the monthly rent
- Debt ratio on credit report is more than  $\frac{1}{4}$  of annual gross income
- Criminal history (see guidelines)



**Two Years of Good Rental History:**

No Forcible Entry & Evictions (or within five years) unless you have verifiable documentation of landlord irresponsibility. However, an FE&D due to property damage by the resident will not be accepted under any circumstances. No history of any damage to the residence, or an outstanding balance due to a previous landlord. If you have no prior rental history then you must have a qualified cosigner, they must have good credit history and be willing to sign the lease. We can accept base housing as rental history.

**Verifiable Gross Income:**

Minimum of three times the rent charged on the residence.

**Criminal Background Check:**

Residency may be denied due to criminal history (see Criminal Background Criteria)

**Credit History:**

Credit history must show that the resident has paid bills on time and has no history of debt write-offs or accounts that have gone into collection. Residency may be denied due to poor credit history. Contingent to your credit, a specific Cash Security Deposit amount will be required. All lease holder's credit scores are averaged together. See below

Credit Score 650 and above: Security Deposit Amount of 1 Month's Lease Amount.

Credit Score 550-649: Security Deposit Amount of 2x the Monthly Lease Amount.

Credit Score below 550 or N/A: Conditional Approval May be Considered

**Co-Signers:**

Co-signers are eligible to help increase your credit score if needed. The qualified co-signers Credit Score must have a minimum of 700 or higher.

Example: Applicant Credit Score = 550 + Co-signer Credit Score = 700, Average Credit Score = 625

Co-signer's income must be 4x's times the monthly rent.

**Maximum Occupancy:**

Please note that these are the maximum number of occupants who may occupy homes with the number of bedrooms noted:

1 Bedroom – 3 Occupants, 2 Bedrooms – 5 Occupants, 3 Bedrooms - 7 Occupants,

4 Bedrooms - 9 Occupants, 5 Bedrooms - 11 Occupants

# EMERALD *Homes*

## Upon Approval:

Once you have been approved you will receive an email with instructions on how to provide your required Holding Fee (**Equals First Month Rent**) & Administrative Fee (**\$150.00**). Upon Emerald Homes receiving your Holding Fee & Administrative Fee the property will be removed from the market and reserved to your name for ten (10) business days. You must take possession of the property within the ten (10) business days. The lease will be sent out for the agreed-upon move-in date through Dotloop for you to review and sign online. You will have 24 hours to review and sign the lease once it has been sent to you. On day of move in you will meet the Leasing Agent at the property to conduct the Move in Inspection. At that time, you must provide the Security Deposit (certified funds ONLY). Once the inspection is complete the Leasing Agent will provide Keys.

## Property Condition:

Applicant is strongly encouraged to view the Property before signing any lease.  
Landlord makes no express or implied warranties as to the Property's condition.

## Sight Unseen Addendum:

If any leaseholders have not physically seen the property prior to a lease being signed, a "Sight Unseen Addendum" will be required to be signed by all leaseholders.

## Resident Benefits Package (RBP)

All Emerald Homes residents are enrolled in the Resident Benefits Package (RBP) for \$49.95/month which includes liability insurance, credit building to help boost the resident's credit score with timely rent payments, up to \$1M Identity Theft Protection, HVAC air filter delivery (for applicable properties), move-in concierge service making utility connection and home service setup a breeze during your move-in, our best-in-class resident rewards program, on-demand pest control, and much more! More details will be sent with lease and addendums.

## PET SCREENING IS REQUIRED FOR ALL RESIDENTS:

A welcoming environment is paramount to all of our residents with or without pets as well as animals. To help ensure ALL of our residents understand our pet and animal-related policies, we use a third-party screening service and require EVERYONE to complete a profile. This process ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability. If you need accommodation in another way, please contact us. Please get started by selecting a profile category on our landing page: <https://emeraldhomes.petscreening.com>

Emerald Homes is an Equal Opportunity Housing Company and a member of the National Association of Residential Property Managers (NARPM®) & National Association of REALTORS®. Our staff members adhere to a strict Code of Ethics, and the Federal Fair Housing Law.

[www.emerald-homes.net](http://www.emerald-homes.net)  
office: 770-822-6040



# EMERALD *Homes*



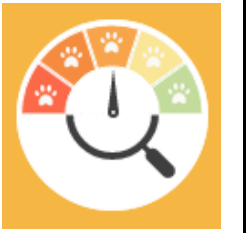


## Pet Policy

Emerald Homes has a very basic pet policy. Most of our properties DO NOT allow any pets. Please make sure to ask if the property that has caught your eye accepts pets. Pet Screening Profiles are required for every future-move in. Pet Screening provides a risk level assessment for each pet profile which is based on the over risk of the pet. Pet Deposits are based upon those Paw Score Risk Levels. Pet Screenings & Policy Affirmations can be completed by going to: [EmeraldHomes.PetScreening.com](http://EmeraldHomes.PetScreening.com)

Regardless of prior consent, Emerald Homes Properties reserves the right to have any pet removed from the property if it is determined that the pet poses a threat to the safety or condition of the property or any people in the property or the community.

Emerald Homes charges a pet fee each month for each of your pets. The term “pet fee” is simply a fee you will pay for the allowance of your pet to occupy the rental unit with you. Pet fees are charged on a monthly basis and are paid with your property rent. The charges breakdown as follows for each paw score risk level and non-traditional pets:

### Pet Deposit based on Paw Score

				
<b>1 Paw – DENIED</b>	<b>2 Paw - \$750</b>	<b>3 Paw - \$500</b>	<b>4 Paw - \$300</b>	<b>5 Paw - \$250</b>

### Pet Fee \*per pet\* (Paid Monthly with Property Rent)

*Dogs & *Cats	<b>\$100</b>
Birds (per cage) <i>Small Breeds (i.e. Budgies &amp; Finches)</i> <i>Large Breeds (i.e. Parrots &amp; Cockatoos)</i>	<i>Small Breed - \$10</i> <i>Large Breed - \$25</i>
Caged pets (per pet) (Hamsters, Gerbils, Guinea Pigs, Reptiles, Ferrets, Amphibians etc....)	<b>\$10</b>
Water Filled Tanks “Fish Tanks” (Per Tank Over 10gals) *max of 50 gal	<b>\$10 per 10 gallons</b>



## Criminal Background Criteria

### Disqualification From Residency for Life (Convictions ONLY)

- 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
- A conviction in another jurisdiction that would be a violation of the above crimes

### Disqualification From Residency For 10 Years After the Completion of Their Sentence (Convictions ONLY)

- 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

### Disqualification From Residency For 5 Years After the Completion of Their Sentence (Convictions ONLY)

- Non-Felony Violation of Harassment and/or Stalking
- Fourth Degree Assault
- Any Misdemeanor Drug or Narcotics Conviction
- An Attempt to commit one of the above crimes
- A Conviction in another jurisdiction that would be a violation of the above crimes





## Privacy Notice

You have chosen to do business with Emerald Homes and we are obligated to honor the relationship with great care, beginning with the confidential information that may come into our possession during the course of your transaction with us. We believe that your privacy should not be compromised and are committed to maintaining the confidentiality of that information.

You can be assured that we are respecting your privacy and safeguarding your “nonpublic personal information”. Nonpublic personal information is information about you that we collect in connection with providing a financial product or service to you. Nonpublic personal information does not include information that is available from public sources, such as telephone directories or governmental records.

We collect personal information about you from the following sources:

- Information we receive from you on applications or other forms
- Information about your transactions with us
- Information about your transaction with non-affiliated third parties
- Information we receive from a consumer-reporting agency

We respect the privacy of our customers, and we will not disclose nonpublic personal information about our customers or former customers to anyone, except as permitted by law.

We restrict access to nonpublic personal information about you to those employees who need that information to provide products to you.

We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information.

We will not disclose nonpublic personal information about our customers or former customers to nonaffiliated third parties, except permitted by law.

Emerald Homes recognizes and respects the privacy expectations of our customers. We want our customers to understand our commitment to privacy in our use of customer information. Customers who have any questions about the Privacy Policy or have any questions about the privacy of their customer information should call Emerald Homes, CRMC®.