

## **Southern Management Rentals, LLC**

### **Terms and Conditions**

- Our application fee is \$40.00 per person. If you are a married couple, the fee is \$40.00 per couple. Anyone over the age of 18 must pay the application fee. The application fee is required to accompany the application, whether you submit it through our website or in our office. If you choose to apply in person in our office, we accept cash, money order, or credit card (3.5% fee). **NO PERSONAL CHECKS.** Our agents in the field or our office do not have change for cash. You will be required to have the exact amount; all application fees are non-refundable.
- We will require a copy of a least 2 pay stubs from every applicant. With online application submission, you can upload a picture or scanned copy of your receipts, they must be eligible. If you do not receive a pay stub and are self-employed, a copy of a tax return or a letter from your employer on a company letterhead will be required. Your application will not be processed until proof of income is verified.
- The application process takes 1- 3 business days to process. We will run a credit report, verify income, check previous landlord references and will run a criminal background check. This information is then submitted to the owner of the property for final approval. You will receive a call when our office receives a decision from the owner.
- Application fees are non-refundable if you are denied for a property. The landlord may require an additional security deposit or a co-signer for an approval of an application. However, the landlord also has the option of denying an application due to credit issues or insufficient income. If you are denied for a property, your application will be kept on file in our office for up to one year. You will have the option of re-submitting your application for another property within that year, without paying an application fee. If you resubmit your application and have a change of information you will need to communicate this to our office, and additional verifications may be needed.
- Pets- Our office will not accept an application that has the following breed of dogs: Pit Bull, Rottweiler, Akita, Doberman, Chow, Mastiff, Presa Canario, Ovcharka, Fila Brasileiro, Cane Corso or Beauceron. If you do have a pet and your application is accepted, there will be an additional deposit or fee required. This fee or pet deposit is at the discretion of the owner of the property. If you would like to obtain a pet once you are living in your new home, **FIRST** you must call to verify if you can obtain the pet. Then a pet request form must be filled out. Please call our office to request this form.
- If your application is accepted, payment of a security deposit is expected within 5 days. There is a possibility that you will be required to pre-sign a lease if we hold a property for any longer than 10.

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