



APPLICATION SUBMISSION INSTRUCTIONS/POLICIES

Thank you for your interest in a StateWide Management, Inc. property. To facilitate the often difficult process of applying for and renting a property, we would like to offer you the following rental application instructions so that you can make sure you have done everything you can to expedite this process. It is important that you read the information below **prior** to completing the application to understand what is required for renting the property. By doing so, it will allow us to process your application without making too many extra calls to you to get additional references, getting you an answer much faster. Please make sure that you provide us with as many contact phone numbers as you can especially if you think you might be difficult to reach while we process your application. Good communication is important for property managers and tenants; we like to begin this habit early with our potential tenants. If you have further questions, you may contact StateWide Management, Inc. at (334) 834-2747.

The Application/Processing Fee

A \$40.00 non-refundable application fee is required for each application, without exception. The application will not be processed without the fee. This fee covers our expense in obtaining your credit report and making the required phone calls and requests to verify your employment and rental references. Application processing fees are not refundable, though in some cases we may decline to process an application and therefore return processing fees due to a readily apparent flaw in the application that would prevent it from being accepted (for example, insufficient gross income). We accept cash, money orders or cashier's checks only. Personal checks or credit cards are not accepted for application fees.

Application

- It is a requirement that each applicant complete a separate application, and is 19 years of age or older. Any persons who will occupy the residence over the age of 19 must also complete an application. [One fee applies, permitted same property.]
- It is required that the entire application is completed on both sides and all pages. Failure to supply information can mean denial of the application. Our application is very comprehensive to minimize any follow-up questions we may have.
- StateWide Management, Inc. accepts only original signed applications and requires a legible valid government-issued ID at time of application. (Driver's License, Non-Driver ID, Military ID, Passport)
- If a co-signer is required, the person applying as a co-signer must complete a co-signer agreement form in addition to being listed as a co-applicant on the application form. Ask a StateWide Management, Inc. representative for this form if needed. It is not company policy to accept a co-signer unless there are extraordinary circumstances and StateWide Management, Inc. obtains approval from the owner. [This form is used during Lease signings.]
- Completed applications will be processed after receipt and the process generally takes 1 to 2 days, but may take up to 5 days. Application selection is not based on a first-come, first-served process.
- Deliver applications to StateWide Management, Inc.: 207 Montgomery Street, Suite 300, Montgomery, AL 36104. We are located in the Historic Bell Building in Downtown Montgomery. If you are mailing an application, please call (334) 834-2747 for instructions on where and what to mail. We are sorry, but we can not accept emailed or faxed copies of applications.

Basic Criteria

The general criteria for all applications are good income, fair credit, criminal background and tenant history of all applicants, proving the ability to support the rental income and care for the property. Negative findings on one or more of the three areas may cause denial of an application. Fraudulent (false) documentation or misleading information is immediate grounds for denial of an application. Applicants with little or absent credit are still encouraged to apply!

Income

- Income must be at least two to three times the amount of rent.
- All applicants are required to supply two recent paystubs. If you are self employed or retired we require a copy of your prior year's W2 or current bank statement.
- StateWide Management, Inc. must be able to verify all income sources, and reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support rental payments.

*** StateWide Management, Inc., does not discriminate against persons on the basis of race, color, sex, religion, handicap, familial status, sexual orientation or national origin. We are an Equal Housing Opportunity provider and employer. ***

SWR Rev. Date 3/1/2011

Credit and Background Check

- StateWide Management, Inc. obtains a credit report for all applicants, including co-signers, and does not accept copies of credit reports from applicants or other outside parties not affiliated with StateWide Management, Inc.. ***No exceptions.*** Our property owners insist on this restriction due to the ease of forgery in this age of high-technology.
- StateWide Management, Inc. will obtain a background check on all applicants, including co-signers, which includes any criminal or legal history.
- Medical balances and student loans are not considered as negative credit.
- Chapter 7 and Chapter 13 (wage earner plan) bankruptcies are not considered as negative credit if after the date of discharge there are not any non-disputed, negative credit experiences appearing on the report. A list of the accounts included in the bankruptcy may be required.
- StateWide Management, Inc. will accept a foreclosure or more than 60% negative credit with a lease protection fee.

Rental History or Property Ownership

- StateWide Management, Inc. requires a minimum of two (2) years of rental history and/or home ownership.
- StateWide Management, Inc. will accept a negative rental history with a lease protection fee.
- All references must be verifiable and family references are not accepted.
- Negative references can be grounds for denial of an application.

Acceptance/denial

- StateWide Management, Inc. notifies applicants of acceptance or denial within 3-5 business days of application, unless StateWide Management, Inc. cannot complete verifications. If more documentation is required, StateWide Management, Inc. will notify the applicant(s).
- All applicants applying together must qualify; denial of one applicant results in the denial of all applicants.
- Applicants will automatically be declined for the following:
 - Unfavorable credit report by any reference listed or on credit history report
 - Any one history that the applicant has "skipped" a previous residence
 - Any one "eviction" from a previous residence
 - Any four late payments of rent within a twelve month period from a current or previous residence
 - Any one report that the applicant has or had poor housekeeping habits from a current or previous residence
 - Any one report that the applicant caused or was involved in disturbances from a current or previous residence
 - Any one report that the applicant did not abide by the rules and regulations from a current or previous residence
 - Any one foreclosure of real estate (unless applicant pays the lease protection fee)
 - Any one repossession of material or personal property (unless applicant pays the lease protection fee)
 - Any one suit not remedied
 - If applicant is a convicted felon
 - Misdemeanor conviction involving crimes against persons or property
 - Any illegal drug related, prostitution related, sex related, terrorist related or animal cruelty related conviction
 - A listing as a sexual predator or offender
 - Active status on probation or parole resulting from any of the above
 - Falsification of application / information is automatic grounds for denial.
 - Invalid social security number
 - Failure to pay application fee



PO Box 4636
 Montgomery, AL 36103
 (334) 834-2747 Telephone
www.statewidemontgomery.com

[Print Form]

RENTAL APPLICATION

Date Completed: _____ SWP Initial: _____
 # of Applicants: _____ Money Recd: \$ _____
 Accepted/Denied: _____

THIS SECTION FOR OFFICE USE ONLY

Please note: All Applicants must be over the age of 19 years and submit separate applications.

Any persons residing in the unit over 19 years of age must be co-applicants.

I am submitting this application for the following unit: _____

If my application is approved, I wish to move in: As soon as possible [or] On this date: _____

I heard about you: Sign in yard Print ad Internet Friend Other: _____

Please tell us about yourself:

Full Legal Name: _____ Former/Maiden: _____

I answer to the name of: _____ Date of Birth: ____/____/____

Social Security #: _____ - _____ - _____ Drivers License # _____ State: _____

Marital Status: Single Married (to) _____ Separated Divorced Widowed

Contact Information: Cell Phone: (____) _____ Work Phone: (____) _____

Home Phone: (____) _____ Preferred Number (check one): Cell Work Home

Email (Work): _____ Email (Home/Personal): _____

Is there a co-applicant? Yes No *If yes, each co-applicant must submit a separate application*

Will there be a co-signer? Yes No *If yes, co-signer must also submit a co-signer agreement with application.*

List of other persons who will occupy the residence:

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Your Residence History (Start with your current residence):

Current Address: _____ City, State, Zip: _____

Moved in date: ____/____/____ Move out date: ____/____/____ Date lease will expire: ____/____/____

Length of lease: _____ Months _____ Years Monthly rent: \$ _____ Ever refused to pay rent? Yes No

Reason for leaving: _____

Landlord/Owner Name: _____ Phone: (____) _____

Landlord/Owner address: _____ City, State, Zip: _____

Previous Address: _____ City, State, Zip: _____

Moved in date: ____/____/____ Move out date: ____/____/____ Date lease will expire: ____/____/____

Length of lease: _____ Months _____ Years Monthly rent: \$ _____ Ever refused to pay rent? Yes No

Reason for leaving: _____

Landlord/Owner Name: _____ Phone: (____) _____

Landlord/Owner address: _____ City, State, Zip: _____

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Previous Address: _____ City, State, Zip: _____
 Moved in date: ____/____/____ Move out date: ____/____/____ Date lease will expire: ____/____/____
 Length of lease: ____ Months ____ Years Monthly rent: \$_____ Ever refused to pay rent? Yes No
 Reason for leaving: _____
 Landlord/Owner Name: _____ Phone: (____) _____
 Landlord/Owner address: _____ City, State, Zip: _____

Employment Information:

Your current employment status is: Employed full time Employed part time Student full time Retired Not employed

Current or most recent employer: _____

Address: _____ City, State, Zip: _____

Supervisor Name: _____ Phone number: (____) _____

Employed from ____/____/____ to: ____/____/____ Position: _____

Gross Monthly income from this job: \$_____ Left on own Fired/ Laid off Other: _____

Previous employer or Second Job: _____

Address: _____ City, State, Zip: _____

Supervisor Name: _____ Phone number: (____) _____

Employed from ____/____/____ to: ____/____/____ Position: _____

Gross Monthly income from this job: \$_____ Left on own Fired/ Laid off Other: _____

Other sources of income to be considered:

Source: _____ Amount: \$_____ Per _____ Contact Name/Number: _____

Source: _____ Amount: \$_____ Per _____ Contact Name/Number: _____

List all vehicles to be parked on the Property: (cars, trucks, motorcycles, boats, company vehicles)

Type	Year	Make	Model	License/State	Monthly Pmt:
_____	_____	_____	_____	_____	\$_____
_____	_____	_____	_____	_____	\$_____
_____	_____	_____	_____	_____	\$_____
_____	_____	_____	_____	_____	\$_____

All vehicles must be operational and must not be parked on the grass. Additionally, no more than 2 vehicles per property will be allowed (boats must be parked on the street or in a storage facility): I confirm my understanding of this fact.

Pet Information: (dogs, cats, birds, fish only. reptiles, mice, arachnids or other such pets are not permitted.)

Type & Breed	Name	Color	Weight	Age	Gender	Neutered?	Declawed?	Shots current?
_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Unless otherwise stated, only 2 animals per property are permitted. A separate, non-refundable pet fee per animal applies.

Personal References: (Must not be related to applicant)

List Name, Address, City, State, Zip and Telephone for each personal reference:

- 1) _____
- 2) _____
- 3) _____

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Emergency Contact Information. IMPORTANT! In case of personal emergency, please notify

Name: _____ Relationship: _____

Cell Phone: () _____ Work Phone: () _____ Home Phone: () _____

Address: _____ City, State, Zip: _____

Other important information: _____

Please check one of the following: (Any Yes answer requires an explanation)

Will any waterbeds or water-filled furniture be on the property? Yes No _____

Does anyone who will occupy the property smoke? Yes No _____

Applicant agrees to purchase and maintain renter's insurance? Yes No _____

Is Applicant or Spouse, even if separated, in the military? Yes No _____

If yes, is the military person serving under orders limiting the military person's stay to one year or less? Yes No _____

Has Applicant ever: _____

Been evicted or asked to move out by an Agent/owner? Yes No _____

Breached a lease or rental agreement? Yes No _____

Willfully and intentionally failed to pay rent when due? Yes No _____

Been sued for non-payment of rent? Yes No _____

Been sued for damage to rental property? Yes No _____

Filed for bankruptcy? Yes No _____

Lost property in a foreclosure? Yes No _____

Had any credit problems, slow-pays or delinquencies? Yes No _____

Been convicted of a crime? Yes No _____

Is any occupant a registered sex offender? Yes No _____

Are there any criminal matters pending against any occupant? Yes No _____

Any additional information Applicant wants considered? Yes No _____

Notice of Agent's Right to Continue to Show the Property: Unless Agent and Applicant enter into a separate written agreement otherwise, the Property remains on the market until a lease is signed by all parties and Agent may continue to show the Property to other prospective tenants and accept another offer.

Privacy Policy: Agent maintains a privacy policy that is available upon request.

AUTHORIZATIONS AND RELEASE:

I hereby apply to rent the above described property for the term and upon the conditions above set forth. I agree that the rent is to be payable on the first day of each month, in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, it is justification for denial of rental or eviction. I have read the Agent's application procedures and selection process attached to this application. A non-refundable processing fee of \$40.00 per application is charged to offset that agent's cost, time, and effort in processing my application. I agree to pay this amount by cash, cashier's check or money order and understand that a personal check will not be accepted.

I understand that StateWide Management, Inc., will work diligently to process my application as soon as possible, and will reply under normal circumstances in no more than five (5) working days. **If my application is approved, I understand that I have 48 hours to submit the required security deposit in the form of a Bank-issued Cashier's Check or Money-Order for the property.**

I also consent and give authorization to Agent, at any time before, during and for 2 years after any tenancy, to:

- 1) Obtain a copy of my credit report;
- 2) Obtain a criminal and legal background check related to me and any occupant; and
- 3) Verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

I hereby waive all rights of action for any consequence resulting from inquires of any information provided in this application. I certify that only those persons listed on this application will occupy the dwelling, if approved for occupancy.

Keys will be furnished only after completed lease and other rental documents have been properly executed by all parties and only after full month's rent, security, and pet fees have been paid. This application is preliminary only and does not obligate StateWide Management, Inc., to execute a lease or deliver possession of the proposed property. StateWide Management, Inc., shall have the option of rejecting or nullifying this application for rental by returning to me any paid security deposit, at which time StateWide Management, Inc., and I shall be released from all further obligations or liabilities toward each other.

Applicant's signature

Date

**THE ATTACHED SHEET MUST BE SIGNED BY APPLICANT
OR APPLICATION WILL BE CONSIDERED INCOMPLETE!**



PO Box 4636
Montgomery, AL 36103
(334) 834-2747 Telephone
www.statewidemontgomery.com

AUTHORIZATION TO RELEASE INFORMATION RELATED TO A RESIDENTIAL LEASE APPLICANT

I, _____ (Applicant), have submitted an application to
rent a property located at _____ (address, city, state, zip).

The Agent, Broker, or Owner's representative is:

StateWide Management, Inc.,
PO Box 4636
Montgomery, AL 36103
(334) 834-2747
www.statewidemontgomery.com

By signing below, I hereby give my permission:

1. to my current and former employers to release any information about my employment history and income history to the above-named person;
2. to my current and former landlords to release any information about my rental history to the above-named person;
3. to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;
4. to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named person; and
5. to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me.

Applicant's signature

Date

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