RED ROCK
PROPERTY MANAGEMENT

SCREENING CRITERIA & DISCLOSURE *All applicants will be charged a $25.00 application fee for verifications of: credit check, background check, income and rental history per adult (18 or older).

***THIS FEE OF $25.00 PER ADULT IS NON-REFUNDABLE**

*Each adult over 18 is required to complete a separate application form. It would be in your best interest to confirm that your rental requirements are not outside of our tenant criteria with multiple adult roommates, eviction history, foreclosures, bankruptcies, job loss, minimal income, low credit scores (below 500), unusual pets, large pets, multiple pets, multiple families, or anything that would cause your application to be rejected.

We do not pre screen Applications. Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements below. We encourage you to apply if you meet the below criteria:

WHEN THE ONLINE APPLICATION IS COMPLETED, WE WILL PROCESS YOUR APPLICATION – CHARGING THE $25 FEE.

This application, background information, credit scores, rental history, criminal history, and employment verification will be viewed by Red Rock Property Management Employees, and possibly the Property Owner ONLY.

Multiple Applications for the same unit May Be Reviewed in Choosing an Applicant but we do honor first-come-first-serve

Lease Criteria in Applying for a Home: Before you apply for a home, read the following information concerning the approval process. If you have any questions, contact our office during normal business hours Monday to Friday 9 AM to 4 PM Central Standard Time at 608.728.7785

Application Process & Screening Criteria: Red Rock Property Management is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA). We do not discriminate against persons based on race, religion, sex, handicap, familial status, national origin, or age. We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one. Each occupant over the age of 18 must complete a separate application. Approval is based on SEVEN factors:

• Credit History

• Employment Verification and History
• Income Verification
• Rental Verification and History
• Criminal Background Check
• Terrorist Database Search/Sex-Offender Registry
• Animal Criteria

Identification: Each applicant is required to provide a copy of a legible Government Issued photo identification card. A photo of your identification card can be sent to: info@redrock.rent

Income Verification: 30% of gross income should equal the rent amount and verifiable from an unbiased source: employer through pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with a CPA-prepared financial statement or tax returns. Your employment history should reflect at least 30 days but we may request employment history of up to the last 6 months.. Transfers or relocations must have a correspondence/letter on company letterhead showing an accepted job offer. We use the following calculation to verify 30% gross income will meet our income guidelines: Hourly rate X Hrs worked per week X 4.5 weeks X 0.30 = Rent amount applicant qualifies for.

Employment: We require verifiable employment history. We reserve the right to request up to the last three (3) years of employment. You must be a permanent employee (not temporary or probationary). If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), bank statements, etc. that provide proof of the applicant's ability to meet the rent amount. If in the military, we require a current copy of your LES. If you are active-duty military, you must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease.

Residence History: We require verifiable residence history for at least five (5) years whether you currently own or rent. Applicants are responsible for providing information including the names, addresses and phone numbers, of Landlords with the dates of tenancy for the previous 5 years. Rental history must be verified from unbiased sources. Home ownership will be verified from a current credit report. We can accept base housing as rental history. Any evictions or judgment for monies owed to previous landlords within the previous 3 years will be automatic grounds for denial. Broken leases will be considered on a case-by-case basis and an additional security deposit may be required/requested.

Credit History: We will obtain a copy of your tenant credit score from TransUnion. Credit history should show that the resident has paid bills on time and does not have a history of debt “write-offs” or accounts that have gone into collection. Money owed to a previous landlord or utility company is cause for denial. We require tenants to have a minimum credit score of 500.

Errors & Omissions: Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for – however, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all tenants to verify schools, allowable pets, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in the advertisement does NOT constitute a written agreement or guarantee of the facts stated.

Criminal, Sex Offense, and Terrorist Database Check: We will check these databases for all occupants over 18 years of age. Criminal backgrounds involving violent crimes, sex offenses, domestic violence and/or involving the possession/distribution of weapons or illegal substances are all grounds for denial of an application. An exception may be made for type and or age of offense, please provide details to the Property Manager.

INFORMATION ON ANIMALS

Rental Criteria for Animals: Animal policies vary from one homeowner to another. Some owners do not permit animals (other than approved service animals) on the property, while others restrict the type and/or size of allowable animals. No more than two animals per household are permitted without specific owner approval. On a case-by-case basis, Red Rock Property Management will allow for Restricted Breed dogs that are all or are any portion of or mixed with the following breeds:
*Akita *Rottweiler *Doberman
*American Bulldog *Bull Terrier *German Shepherd
*Great Dane *Bullmastiff *Husky or Siberian Husky
*Chow *Presa Canario *Pit Bull
*Staffordshire Terrier *Cane Corso *Wolf Type Dog *Combination of Any

Each approved animal in this list will incur higher fees.
Tenants may be evicted for misrepresenting any of the above type of dog, as well as for being in possession of any poisonous, dangerous, endangered species or otherwise unauthorized animal. Our animal policies are strictly enforced and can be grounds for eviction.

Dog Liability Insurance: All approved dogs must comply with the following:

1) Purchase Dog Liability Insurance with a minimum coverage of $100,000 per incident. 2)

Name HAE Group, LLC as "ADDITIONAL INTEREST" on this policy and provide proof.

Recommendation for Dog Liability Insurance: Conduct a Google Search for **"Dog Liability Insurance"** online and seek several quotes from insurance providers licensed in Wisconsin for your pet.

Service Animals: Any requests to allow for service animals must be accompanied by current documentation from a licensed professional and will be reviewed by www.petscreening.com.
We require with your application, a picture of each animal that will be on the property. The approval process and final determination of breed will be the responsibility of Red Rock Property Management. These determinations are final.
Email a Picture of the Requested Animal to: samantha@redrock.rent if needed.

---We may require you to bring the animal(s) to meet our staff for final approval---

Standard Animal Fees and Deposits (non-breed specific from list above):

Lease Signing: $400.00 Increased Deposit.
Monthly: $35.00 Pet Fee Paid Monthly Per Approved Pet.

Restricted Breed List Approved Animals "Only for properties that allow them.":

Lease Signing: $400.00 Increased Deposit.
Monthly: $50.00 Restricted Breed Pet Fee Per Approved Restricted Breed List Pet.

NOTICE TO ALL APPLICANTS: **NO SMOKING is permitted inside the homes or garages.**

Disability Accessibility: Any concerns should be submitted in writing to the property manager. We must obtain Owner approval to allow modification(s) of the premises. All modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense, to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents). We require written proposals detailing the extent of the work to be done, approval from the landlord before modifications are made, appropriate building

permits with required licenses made available for the landlord's inspection, and a restoration deposit may be required per Fair Housing guidelines.

SCHOOL BOUNDARIES: School Enrollment concerns should be investigated prior to submitting your application. Applicants must verify their own school information with the school district. We highly recommend you contact the local school district should any of the school boundaries be a concern for the home you would like to rent.

*****IT IS THE DUTY OF THE APPLICANT TO VERIFY SCHOOL BOUNDARIES****

SEX OFFENDERS: Applicants should satisfy their concerns regarding crime statistics or the presence of any sex offenders in the area, before submitting an application. You may obtain information about the sex offender registry and persons http://www.doc.wi.gov or by telephone at (608) 240-5830.

REASONS FOR DENIAL OF APPLICATIONS:

- If you failed to give proper notice when vacating a property.
- If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior or that of any family member, guest (welcome or not), or any animal on the property during your tenancy.
- If you have had three (3) or more late payments of rent within the last 12 months.
- If you have an unpaid collection filed against you by a Property Management Company and or landlord.
- If an unlawful detainer action or eviction has occurred within the past five (3) years.
- If you have recently received a 5-day notice to vacate.
- Knowingly providing inaccurate information on application.
- If you have less than a 500 combined Trans-Union applicant credit score.
- If you have had two (2) or more NSF checks within the last 12 months.
- If you have allowed any person(s), not on the lease, to reside on the premises.
- If we are unable to verify your information, we must deny the application.
- No Businesses operated out of the property. If you have a home-based Business that you think we might approve, please let the Property Manager know.
- If you violate any of our terms of service during this application process.
- Applicant requests re-wording or removing any paragraphs in the Red Rock Property Management Lease Agreement.

APPLICATION APPROVAL: All approved applicants will receive further instructions via email.
At approval, the advertised security deposit amount will be required within 48 hours in certified funds.

START OF LEASE:

Vacant Homes --- Red Rock Property Management has a policy that all leases on vacant homes must begin within 30 days of application approval. We are unable to hold the home rent free without a lease agreement longer than that time.
Occupied Homes --- Red Rock Property Management will typically advertise a first available date with all of the homes we manage. In some cases, those dates will need to change due to circumstances beyond our control. We ask the approved incoming tenant be flexible in some cases. We understand the burden this can create and strive to advertise a solid date so incoming tenants can plan accordingly.
Mid-month move in --- We will require a full month's rental amount at move in and will prorate the following month's rent amount.

MOVE IN:

Utilities --- All required utilities must be switched into tenant's name before keys will be given out. *Renters Insurance* --- Proof of renters insurance with "HAE Group, LLC" as "ADDITIONAL INTERESTED PARTY" also with a minimum personal liability policy of $100,000 will be required before keys will be given out. *Animal Owners* --- Proof of insurance covering approved animals with "HAE Group, LLC" as "ADDITIONAL INTERESTED PARTY" will be required before keys will be given out.
Start of Lease/Move in Date --- This date is the same. We cannot allow a tenant to start moving in before the lease start

date.

What Our Tenants Want You to Know:

1) Red Rock Property Management conducts periodic annual inspections of the home you will live in. We take pictures of the interior and exterior of the home during that inspection. This information is kept on record and shared with the owner.

2) During the last 30 days of your lease agreement – a sign and lockbox may be placed on the home and you may be required to show the home to prospective new tenants. You may opt out of this arrangement, but it will cost an additional fee of one month's rent to do so.

3) Red Rock Property Management is a **ZERO TOLERANCE** company regarding rent collection. Rent is due the 1st of each month, late rent is considered on the 4th of each month. Late fees begin at midnight on the 3rd of the month. Late fees will be applied with no exceptions in accordance with all Federal Fair Housing laws.

4) **Site Un-Seen Application and Approval.** It is possible to apply for the home, be approved, and sign a lease agreement without ever seeing one of our homes in person. In such a scenario, we require an incoming approved tenant to sign a Sight Un-Seen Addendum to the Lease Agreement. In that form, we ask you to name a "Trusted Advisor" outside of Red Rock Property Management who has offered you their opinion, from seeing the unit themselves, of the condition of the home.