

Short Term Resident Screening Criteria

Please review the following information thoroughly **BEFORE** applying.

Thank you for your interest in applying for one of our managed short term rental properties. We have been entrusted by the property owner to manage all aspects of their rental property. We strive to provide a “Home Away From Home” experience at every property by providing all the needed essentials in a healthy and safe environment that is also well maintained. In order to do so, we conduct a basic screening on all short term residents. This document explains the screening criteria and application process.

Disclosures

- **Fair Housing:** RE Solutions XV LLC is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA) and the Fair Credit Reporting Act (FCRA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, age, sexual orientation, or gender identity. We also comply with all state and local fair housing laws, to include reasonable accommodation involving assistance animals.
- **Agency Disclosure:** RE Solutions XV LLC and its Agents represents the Owner of the property for which you are applying. RE Solutions XV does not, in any respect, have any fiduciary responsibilities to the applicant(s).

Guest Fees

Residents will be charged a prorated daily amount of the monthly rent upon move-in and move-out. Rent amount will be stated in the Short Term Rental Agreement. Additional fees are listed below:

- **Security Deposit:** Equal to to half months rent (Paid upon approval)
- **Lease Admin Fee:** \$225.00 (Paid upon approval with security deposit)
- **Pet Fee:** \$250.00 per pet
- **Convenience Fee:** All payments are done electronically through the Resident Portal. The Resident Portal charges a \$5.00 convenience fee per transaction on bank linked accounts or 2.95% of transaction amount through credit card.
- **Cleaning Fee:** A set amount of \$250.00 will be deducted from the security deposit for general cleaning. Residents may be charged for cleaning above and beyond the general cleaning standards.

Credit Criteria

Credit will be processed on all stays that are 4 months or more.

- Credit score of 550 or higher.
- The credit report should indicate good payment history with no collections from housing providers or utility companies.
- The credit report should not have more than 10 non-medical accounts or \$1,000 in non-medical collections.
- Credit items not affecting qualification include paid collections, satisfied judgments, medical accounts, and discharged bankruptcies over two (2) years.
- There can be no active bankruptcies.
- No evictions or unlawful detainers within the past five years.
- Foreclosure in the last five (5) years.
 - Foreclosures will be reviewed on a case-by-case basis.

Income & Payment Requirements

- Applicants must show:
 - Combined gross income of two times the rent, or
 - Housing Allowance Letter covering the monthly rent amount, or
 - Employment contract with per-diem amount for housing that covers the

Payment process is dependent on length of stay.

Booking of 1 month

- Guests are required to pay the full amount of stay upon check-in.

Booking of 2 - 11 months

- Guests will be charged the prorated or first month's rent upon move-in and charged the monthly rent on the 1st of every month.

Criminal Criteria

- A national criminal records report will be run on every adult applicant.
- No convicted sex offenders permitted (no waiver allowed).
- A conviction, guilty plea or no-contest plea for any felony or any misdemeanor or gross misdemeanor involving assault, intimidation, sex-related, drug-related, property damage, weapons charges, criminal trespass, theft, dishonesty, or prostitution will be grounds for denial.
- Any criminal record activity that could be deemed harmful or threatening to the health and safety of an individual, the rental property, neighborhood, or property of others will be grounds for denial.
- Pending charges or outstanding warrants for any of the above will result in a suspension of the application.

Other Criteria

- Home-based business: Working from your home is allowed. However, we ask that you do not use it as your primary workplace. For example, we do not allow home daycare businesses or hair salons. In addition, the property is not to be used in any way that is illegal or dangerous or which would cause a cancellation, restriction, or increase in property or management insurance premium.

Application Process

RE Solutions XV LLC will obtain a consumer credit report for each applicant for all stays of four (4) months or more. This report must be generated by our screening company and not by the applicant. In addition to a credit report, we also run a fraud search, criminal background check and eviction search.

1. Applications are submitted online by all occupants over the age of 18 to the screening report company.
2. All applicants staying four months or more with a pet must review and complete the Pet & Animal Policies. Visit <https://resolutionsxv.petscreening.com/>
3. Copy of a legible government-issued photo ID for every applicant is required to be submitted to RE Solutions XV LLC.
4. Documentation of income is required to be submitted to RE Solutions XV LLC.
5. Screening report is completed by the screening company and submitted to RE Solutions XV. Timing may vary based on application information provided.

Pet Policies:

Pet policies vary from one homeowner to another. Some owners do not allow pets (other than approved assistance animals) on the property, while others restrict the type and/or size of allowable pets. If your stay is 4 months or more and you wish to have a pet, you will need to complete an online pet profile & pay a non-refundable pet application fee of \$20 for the 1st pet and \$15 for the 2nd pet. This screening is part of the Application Package and must be completed before we can review your application.

Once Your Booking is Approved:

1. You will receive an email notification outlining the terms of your approval. You must respond to the email within 24 hours should you wish to move forward.
2. You will have until the end of the next business day to pay deposit, fees and prorated rent.
3. A non-refundable \$225.00 Administration Fee will be due with initial funds. This fee is to cover the costs of preparing, forwarding, and offering the convenience of online signatures for the lease agreement as well as completing the property condition report upon move-in and move-out.
4. Lease agreement and required documentation will be drafted and sent out for electronic signature upon payment of all initial funds. Lease agreement must be signed within 48 hours. If lease is not signed within 48 hours, the property will be placed back on the market and funds will be reimbursed minus the \$225.00 Administration Fee and the number of days of prorated rent that property was off market.
5. Detailed instructions from lease signing to move-in will be sent through email.