



BERKSHIRE HATHAWAY | The Loft Warehouse

HomeServices

Tenant Screening Procedure

Berkshire Hathaway HomeServices The Loft Warehouse (BHHS) is a Real Estate company and follows all Fair Housing laws and industry best practices. Below is a brief outline of what you should expect during the lease application process :

- 1) Complete the **lease application form** (see next pages). Include the contact information of a previous landlord, your employer info, income info, name, date of birth, address, phone number, email address, etc...
- 2) The Loft Warehouse uses an online system, to verify **credit and public records**. This requires a \$25 fee, paid to The Loft Warehouse for all adult applicants. This fee is not refundable.
- 3) We require that your **credit score is at least 650**.
- 4) If you have previously owned a home, and do not have a recent landlord reference, you may simply state that, and indicate whether you sold your home, or are leasing it out. If you lost a home due to foreclosure or a similar circumstance, you may explain the circumstances.
- 5) **The final leasing approval is the landlord's decision and not ours**. If you have extenuating circumstances supporting your application, we will work with you to present all the facts to the Landlord. Our goal is to place everyone in a quality property and if you need assistance to improve or correct mistakes on your credit report we have resources for you to turn to.
- 6) We require a copy of your current **valid driver's license**.
- 7) We require a recent bank statement showing that you have reserves equal to 3 x the amount of the rent.
- 8) We require **proof of employment**, such as a check stub, award letter, or letter from your employer. The **minimum net income** that can be approved is **3 x the monthly rent**.

When you submit your lease through us to a Landlord, you must include a security deposit which amount varies depending on the landlord from 1 month's rent to 1.5 month's rent. If the landlord signs the lease, and **if you subsequently change your mind, you are at risk to completely forfeit that deposit. Please only make offers on a property if you are serious about.**

If the landlord does not sign the lease and rejects your application, the deposit is 100% refundable.

Even after you put a deposit down and sign all required documents, the decision to accept your proposed Lease Agreement ultimately belongs to the Landlord.

I Have read and understood these Tenant Screening Procedure:

NAME:

SIGNATURE:

DATE:



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Rental Application

Date _____

TENANT INFORMATION:

Notice: All adult applicants (18 years or older) must complete a separate Rental Application

Full Name _____

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

Date of Birth _____

Driver's License No. _____ State _____

Names and Ages of everyone (other than you) who will live in the residence

List all pets _____

Email Address _____

Vehicle Make/Model _____ Year _____ License/State _____

EMPLOYMENT INFORMATION:

Applicant Employment Status ___ Full Time ___ Part Time ___ Student ___ Unemployed

Employer _____

Address _____

Job Title _____ Dates employed _____

Supervisor Name _____ Phone () _____

Monthly Pay _____

If you would like us to consider other sources of income for this Rental Application, please list the amount and the person we may contact for confirmation.

Amount \$ _____

Contact Name _____



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RESIDENTIAL HISTORY FOR LAST 3 YEARS:

Current Address _____

Move In Date _____ Rent \$ _____

Owner/Manager _____ Phone () _____

Reason for Leaving _____

Previous Address _____

Move In Date _____ Move Out Date _____ Rent \$ _____

Owner/ Manager _____ Phone () _____

Reason for Leaving _____

CREDIT HISTORY:

Have you ever filed for bankruptcy? Yes _____ No _____

Have you ever been evicted from a rental residence? Yes _____ No _____

Are you a party to any lawsuits? Yes _____ No _____

Have you had any late rental payments in the 3 years? Yes _____ No _____

Are there any judgments against you? Yes _____ No _____

Do you have a criminal record? Yes _____ No _____

If you answered yes to any of the above questions, please provide a separate written explanation.



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By my signature below, I represent that all of the information that I have disclosed in this Rental Application is true, accurate, and complete. I acknowledge that all of the information I have disclosed is material and Landlord is relying on the information to decide whether to grant or deny this Application.

AUTHORIZATION

I authorize BHHS to review my credit and criminal history and investigate the accuracy of all information contained in this Rental Application. I further authorize all banks, employers, and creditors to provide BHHS any and all information concerning my credit.

Disclosing, willingly or not, incorrect information or omitting relevant information to this application could be ground for immediate cancellation of your application or lease agreement with loss of your security deposit.

NAME _____ DATE _____

SIGNATURE _____

Office Use Only:

Application fee of \$25 collected Yes _____ No _____ Agent Name _____