

FLAGSHIP

REALTY GROUP

NORTH
CAROLINA



EST.
2007

SCREENING CRITERIA AND DISCLOSURE

- All applicants will be charged a **non-refundable \$60.00 application fee per adult** (18 or older)
- LEASES MUST BEGIN WITHIN 30 DAYS OF THE APPROVED APPLICATION
- 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 600 on TransUnion TruVision Resident Screening), unusual or large pets, multiple families, or anything that would cause your application to be rejected. The applicant is responsible for verifying that pets are allowed. Wanting to offer less than the list price for the home will cause your application to be delayed or rejected. We do not pre-screen Applications. We encourage you to apply if you meet the below criteria.
- Flagship Realty Group Employees will view applications, background information, credit scores, rental history, criminal history, and employment verification.
- Multiple Applications May Be Reviewed in Choosing an Applicant

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 business hours Monday - Thursday 9AM- 5PM EST.

Application Process & Screening Criteria: Flagship Realty Group is committed to equal housing, and we fully comply with the Federal Fair Housing Act (FFHA). We do not discriminate against persons because of race, color, 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 an application and pay the \$60.00 application fee. Approval is based on SEVEN factors, including Credit History, Employment Verification and History, Income Verification, Rental Verification and History, Criminal Background Check, Terrorist Database Search, and Animal Screening.

Identification: Each applicant is required to provide a copy of a legible Government-issued photo identification card. If unable to upload through the online application, a photo of your identification can be sent to: Admin@FlagshipNC.com

Income Verification: Income should be at least three times the monthly rent and verifiable from an unbiased source: employer through pay stubs, tax returns, and/or bank statements. Self-employed income may be verified with a CPA-prepared financial statement or tax returns. Your employment history should reflect at least 6 months with your current employer. Transfers or relocations must have correspondence showing an accepted job offer. The applicant must pay any verification fees required by the employer. Applicants who do not meet the above employment or income requirements must submit Savings Account statements showing a minimum average balance equal to 8 months of rental payments for the last 6 months. All information must be from at least the last three months.

Employment: We require verifiable employment history of at least three years. 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, bank statements, etc. that provide proof of the applicant's ability to pay the rent. If military, we need 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 two years, whether you 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 3-5 years. Rental history must be verified from unbiased sources. Homeownership will be verified from a current credit report. We can accept base housing as rental history. Any evictions within the previous 5 years will be automatic grounds for denial. Broken leases will be considered on a case-by-case.



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Credit History: We will obtain a copy of your credit score from *TransUnion TruVision Resident Screening*. You cannot provide this to us; we will obtain this ourselves. Credit history should show that the resident has paid bills on time and has no 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.

- **Denied Lease Approvals:** Any collective average TransUnion tenant score under 600 will be declined.
- **Calculating for the Collective Average TransUnion Tenant Score of Multiple Applicants:** Add the two TransUnion TruVision Resident Screening Tenant Scores together for both (or more) applicants and divide by the number of applicants in the home to arrive at the determining number for the approval process.
 - Example:
 - Applicant ONE has a TU Score of 625
 - Applicant TWO has a TU Score of 575
 - Gross Score =1200
 - Divide by Two = (1200/2) = 600 Combined AverageTU Score = Credit Approval

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 MLS or other online advertisements 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. We do not rent to any person required to register as a sex offender. 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.

Rental Criteria for Animals: Animal policies vary from one homeowner and/or property to another. Some owners/properties do not permit animals (other than approved service animals) on the property, while others restrict type and/or size of allowable animals. No more than two animals per household are permitted without specific approval.

- **A monthly admin fee of \$35 per pet will be charged for approved pets (excludes verified service animals). ALL applicants will have to complete our pet application at <https://flagshippropertymanagement.petscreening.com>**
- Tenants may be evicted for misrepresenting ownership of pets, 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.
- We require a pet application to be completed regardless of whether pets will be on the property. Any fees associated with this will be the responsibility of the prospective tenant.
- **Service Animals:** Any requests to allow for certified service animals must be accompanied by current documentation and will be reviewed by upper management and verified by PetScreening.com for accuracy.
- 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 Flagship Realty Group. These determinations are final.
- **Standard Animal Fees and Deposits:**
 - Application: \$20.00 Screening Fee For First Pet And \$15.00 Every Additional Pet.
 - Lease Signing: \$300.00 Animal Administration Fee Per Approved Animal.
 - Monthly: \$35.00 Animal Administration Fee Paid Monthly Per Approved Animal.

Smoking Policy: No smoking of any kind including tobacco, vaping, and marijuana in any form is not permitted inside the home or garage.

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Disabled Accessibility: Any concerns should be submitted in writing to the property manager. 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. The re-zoning of school districts happens, and Flagship Realty Group requires all prospective tenants to verify the current zoning records for the property they are applying for. 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. WE DO NOT RENT HOMES TO REGISTERED SEX OFFENDERS

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), your pets, or any animal on the property during your tenancy.
- If you have had three or more late rent payments within the last 12 months.
- If you have an unpaid collection filed against you by a Property Management Company.
- If an unlawful detainer action or eviction has occurred within the past five (5) years.
- If you have received a notice to vacate by your current landlord for detrimental acts.
- If you have less than a 600 combined average TransUnion 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 cannot verify your information, we must deny the application.
- No Businesses operated from the property. If you have a home-based Business that 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 Flagship Realty Group Lease Agreement paragraphs.

Application Approval: All approved applicants will receive further instructions via email with 12 hours to respond to proceed as "first in line"

Security Deposit: At approval, the advertised security deposit must be paid within 24 hours via certified funds to secure the property (a signed lease within that 24 hour period is also required)

Start of Lease:

- **Vacant Homes:** Flagship Realty Group 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:** Flagship Realty Group will typically advertise the 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 to 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.
- Leases starting within 15 days of the end of the month require the next full month's rental amount with the prorate.
- **Move-In With Lockbox Access:** As an optional benefit, we can offer the convenience of gaining access for the first time without having to check out keys from our office for an additional charge of \$100.



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WHAT OUR TENANTS NEED TO KNOW:

1. Flagship Realty Group conducts periodic walk-throughs of the home you will live in. We take pictures of the interior and exterior of the home during those walk-throughs. This information is kept on record and shared with the owner. **If this standard walk-through procedure is going to cause you a problem – we recommend you stop now and do not apply for one of our homes.**
2. During the last 30 days of your lease agreement – a sign will be placed on the home, and you may be required to allow showing the home to prospective new tenants. You may opt out of this arrangement for an additional fee of \$300 paid at time notice to vacate in certified funds.
3. Flagship Realty Group is a **ZERO TOLERANCE** company regarding rent collection. Rent is due the 1st of each month, late the 5th of each month. Late fees begin at midnight on the 6th of the month. If rent or any unpaid balances have not been paid by that point, late fees will be applied with no exceptions.
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 Site Un-Seen Addendum to the Lease Agreement. In that form, we ask you to name a “Trusted Advisor” outside of Flagship Property Management who has offered you their opinion of the home's condition. *A case-by-case basis may apply.*
5. **Lease Administration Fee: \$100** --- There is a lease admin fee of \$100 per lease agreement to prepare, forward, and offer the convenience of electronic signatures.

KEY POINTS TO SUMMARIZE FROM THIS DISCLOSURE:

1. The \$60.00 application fee per adult is NON-REFUNDABLE.
2. Your application can be canceled – WITHOUT REFUND – for failing to abide by the above guidelines and terms as stated above.
3. Combined average TransUnion TruVision Resident Screening Tenant Scores of LESS THAN 600 are automatic denial.
4. Once your application is approved, there is a \$100.00 Lease Administration Fee.
5. All applicants must apply via PetScreening.com. Pets will be disclosed on the application and put into the Lease Agreement. There is a \$300 one-time and \$35 Per Month Animal Administration Fee Per Approved Animal.
6. All OCCUPANTS must be disclosed on the application.
7. School Enrollment concerns are the responsibility of the Applicant.
8. Home Owners Association concerns are the responsibility of the Applicant.
9. There is NO SMOKING inside any of the homes or garages.
10. Leases starting within 15 days of the end of the month require the next full month's rental amount with the prorate.
11. Leases must begin within 30-days of approval.

Upon completion of your Application, you will be notified in writing via email of your Approval / Denial / or Offer of Other Terms within 2-3 Business Days. If approved, you must respond within 12 hours to hold your spot.

SIGNATURE

DATE



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