

Rental Policy:

We appreciate your interest in renting from AMS Realty, Inc.!!! The following should give you a general idea of how our rental process works.

Viewing a Unit:

1. **VACANT** unit: A vacant unit may be viewed by scheduling an appointment with Brenda Ortiz, Agent between the hours of 8:30 am – 5:00 pm Monday through Thursday, and 8:30 am – 4:00 pm Fridays.
2. **OCCUPIED** unit: An occupied unit may be viewed by scheduling an appointment with Brenda Ortiz, Agent with at least 24 hours prior notice. AMS Realty, Inc. must provide 24 hour written notice to the resident of the unit prior to showing.

Submitting an Application:

Application:

Each prospective adult, 18 years or older, must submit a completed rental application in office, via email or fax to be eligible for consideration. AMS Realty, Inc. must receive the appropriate application fee at the time of application submittal so that we may process your application. Applications will not be processed until our fee is received.

Application fees:

At the time of submission a \$25.00 fee for an individual applicant will be required; \$35.00 for two applicants. Any additional applicant thereafter will be charged \$25.00.

Fees must be paid by cash or money order, personal checks WILL NOT be accepted.

Application Process:

Please allow us approximately 2 business days to process your application. It is common to receive many applications at once for a single property, so it may take us some time to check references and verify your credit, eviction and criminal background. If your application is submitted incomplete or payment of application fee is delayed, it may take longer to process your application and you could lose the unit you applied for. **The most qualified applicant will be selected for approval.** If the first choice unit is not available, the applicant will be considered for other units at no additional charge for up to 60 days from the date the application was originally submitted.

Rental Qualifications:

1. **Income:** Total verifiable gross monthly income of all adult occupants must be at least 2.5 times the monthly rental rate. To provide proof of adequate income the following is required:
 - 4 most recent check stubs. If income varies, more check stubs may be required.

- If self employed: applicants must provide current audited tax returns and profit and loss statements. 6 months bank statements showing deposits may be acceptable.

References:

AMS Realty, Inc. reserves the right to check previous rental references to safeguard our clients. Applicant(s) must provide the last 4 years of rental history.

Credit:

AMS Realty, Inc. reserves the right to obtain credit information on any applicant(s). Credit checks may include submission to credit services including Equifax, Trans Union and Experian, as well as eviction history and criminal background check. If we receive a poor report application may be denied or a higher security deposit will be required. The application will be immediately denied should the applicant ever have been evicted or sued for lease violation.

Background Check:

AMS Realty, Inc. reserves the right to obtain any kind of criminal records or convictions.

Holding Deposit – Please Read!

Should a holding deposit be placed on the unit by applicant and the applicant, for whatever reason, decides they do not wish to take possession of unit as agreed a fee of \$50.00 a day will be deducted from that deposit until a qualified Tenant is found. The remainder of the holding deposit, if any, will be available for pickup in office by applicant after new applicant has signed the lease on the unit and paid their deposit and first month's rent.

Approval and Move-In Process

AMS Realty, Inc. will inform applicant via phone or email, whichever applicant prefers, as soon as their application is approved. Applicants will be required to submit a holding deposit for the unit within 24 hours of approval. In some cases, a lease may be signed and deposit may be submitted in lieu of submitting a holding deposit. Deposit amounts vary and are based on price of unit and what the Homeowner deems fair to safeguard their property.

Move-In

- Lease must be signed by all applicants
- Security Deposit must be paid in full by **cashier check or money order**. Any holding deposit placed on unit will be applied to Security Deposit and balance will be due at lease signing.
- First month's rent must be paid in full by **cashier check or money order**.