



2635 Valleydale Road, Suite 200
Birmingham, AL 35244
(205) 267-1520

Rental Application Policies

Mega Agent Rental Management LLC has established application policies that all prospective applicants for s property will be treated equally. Mega Agent Rental Management LLC is committed to complying with all applicable fair housing laws and does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, familial status handicap, military status, sexual orientation, source of income or order of protection status.

Please return a completed application for each adult (*over 18*) who will be living at the property along with:

- a processing fee of \$50.00, in CASH or CERTIFIED FUNDS, per applicant.
- a CHECK for the security deposit (*equal to one month's rent*).

Pet fees may be paid with your first month's rent.

Houses are rented in "AS IS" condition, except as noted on your application. Please be sure to let us know of any condition which would keep you from taking the house "AS IS."

A valid email address is REQUIRED to complete the background check. You will be sent an email requesting authorization to release your background information to Mega Agent Rental Management LLC. You must respond to this email for the application and credit report for the application process to continue.

Please read the attached rental agreement before signing the application. It is not necessary to return this copy of the rental agreement.

Please read the following policies. If you feel you meet the guidelines, we encourage you to submit your application. Applications will be processed in order received. An incomplete application will not be processed.

GENERAL REQUIREMENTS

1. Valid government-issued photo identification required.
2. A complete and accurate application with phone numbers. Incomplete applications will be returned.
3. Each applicant will be required to qualify individually.
4. Applicant must be able to enter a legal and binding contract.
5. Incomplete, inaccurate or falsified information will be grounds for denial.
6. Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacture or distribution of a controlled substance will be denied.
7. Any individual who may constitute a direct threat to the health and safety of an individual, the complex, neighborhood or the property of others will be denied.
8. The denial of one applicant will result in the denial of the entire application.
9. In order to qualify as a co-signer, you must fully meet all areas of the criteria and must have minimum monthly income of five times the stated rent.

INCOME REQUIREMENTS

1. Gross monthly household income must equal two and one-half times the stated monthly rent. If monthly income does not equal two and one-half times the stated monthly rent, a qualified co-signer will be required.
2. A current paycheck stub from your employer will be required. Verifiable income or liquid assets equal to three times the total annual rent will be required for unemployed applicants. (*Verifiable income may mean, but is not limited to: bank accounts, spousal support/child support, trust accounts, social security, unemployment, welfare, grants/loans.*) Your most recent employment and current employment should be of reasonable length of time and you should demonstrate stability in your employment history. Self-employed applicants will be required to show proof of income through copies of the previous tax return. Self-employed applicants will be verified through the state. A recorded business name or corporate filing will be sufficient to meet verification of employment.
3. A Guarantor may be requested, at the our discretion, if the applicant is a full-time student, recently independent individual, or has non-garnishable wages. The Guarantor must be in good standing with his or her credit, must demonstrate stable current employment with verifiable income and must have available assets in the State of Alabama. Identity must be verifiable by a state or federally, issued form of identification which includes a photograph.
4. Application will be denied if the legal source of income cannot be verified.

RENTAL REQUIREMENTS

1. One year of verifiable rental or mortgage history from a current third party is required. Home ownership is verified through the county tax assessor. Mortgages currently reflecting a past due balance will require an additional security deposit equal to one month's rent. Home ownership negotiated through a sales contract is verified through the contract holder.
2. Verification of current and past residences include: length of residency, rental amount, payment history, the absence or presence of complaints, the condition of the property upon vacating, the cost of damages incurred, and history of proper notice given regarding intent to move. A stable rental history is expected of all applicants.
3. Eviction-free rental history is required.
4. Rental history reflecting past due rent or an outstanding balance will be denied.
5. If a landlord gives a negative reference or refuses to give a reference, the application will be denied.
6. Three (3) or more NSF checks within a period of one year will result in a denial.
7. Rental history demonstrating noise or other documented complaints will result in a denial when the landlord would not re-rent.

CREDIT REQUIREMENTS

A credit history showing no negative reports is required. A negative report is considered any non-medical item 60 days past due or greater, collections, repossessions, liens, judgments or garnishments. A full credit history is prepared on each applicant and Guarantor(s). All applicants and/or guarantor(s) are required to have a minimum credit score of 600. Additionally, The application may not be accepted if the applicant has filed for bankruptcy or with debtor's court within the last two (2) years. ALL QUESTIONS REGARDING YOUR CREDIT HISTORY SHOULD BE DIRECTED TO THE CREDIT BUREAU.

CRIMINAL

Upon receipt of the rental applications and screening fee, Mega Agent Rental Management will conduct a search of public records through Transunion to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime.

- a) A conviction, guilty plea or no-contest plea, ever for: any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (*sale, manufacture, delivery or possession*) A/Felony burglary or class A/Felony robbery; or
- b) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for: any other felony charges; or
- c) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (*sale, manufacture, delivery or possession*) property damage or weapons charges; or
- d) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last three years for: any class B or C misdemeanor in the above categories or any misdemeanors in the above categories or any misdemeanors involving criminal trespass, theft, dishonesty, prostitution shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the application process will be completed. Units will not be held awaiting resolution of pending charges.

Once the application process has begun, the application fee is **non-refundable**. Any potential problems should be discussed with office personnel when you submit your application. Complete and accurate information will facilitate rapid processing of your application. Any false or omitted information on the application will be considered immediate grounds for rejection of the application. We reserve the right to reject an application for any reason other than race, color, creed, gender, sexual orientation, familial status, religion or national origin.



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Office Use Only:
 Co-Applicant Required

Rental Application

APPLICANT INFORMATION

Applicant name

First: _____ Last: _____

Applicant email: _____

Applicant primary phone number: _____

Applicant cell phone number: _____

Applicant current address

Country: _____

Street: _____

City: _____

State: _____ Zip Code: _____

Applicant social security number: _____

Applicant birth date: _____

Applicant driver's license number: _____ State: _____

Emergency contact name

First: _____ Last: _____

Emergency contact email: _____

Emergency contact phone: _____

Total # of Occupants: _____

Names of All Occupants Over 18 Who Will Live at Property

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

_____ Initials

PROPERTY APPLYING FOR

Desired move-in date: _____

Property Address

Country: _____

Street: _____

City: _____

State: _____ Zip Code: _____

RENTAL HISTORY

Landlord name

First: _____ Last: _____

Monthly Rent: _____

Rental dates: _____ to _____

Reason for leaving: _____

Landlord phone number: _____

Landlord/Manager email: _____

EMPLOYMENT

Employer name: _____

Employer Address

Country: _____

Street: _____

City: _____

State: _____ Zip Code: _____

Employer phone number: _____

Employer email address: _____

Employment dates: _____ to _____

Monthly gross salary: \$ _____

Position held: _____

Additional Income (2nd job, etc.) (optional):

_____ Initials

PET INFORMATION

Pet 1

Pet type: _____

Pet name: _____

Pet age: _____

Spayed or neutered?

Yes No

Pet license number (optional): _____

Pet weight: _____

Pet 2

Pet type: _____

Pet name: _____

Pet age: _____

Spayed or neutered?

Yes No

Pet license number (optional): _____

Pet weight: _____

Unless otherwise stated, only 2 animals per property are permitted. A separate, non-refundable pet fee per animal applies.

TERMS AND CONDITIONS

I understand that this is a routine application to establish credit, character, criminal, employment, and rental history. I also understand that this is NOT an agreement to rent and that all applications must be approved. I authorize verification of references given, verification of employment and verification of prior rental history. I declare that the statements above are true and correct, and I agree that the landlord may terminate my agreement entered into in reliance on any misstatement made above. I hereby waive any and all legal rights of action for any consequence resulting from inquiries of any information provided in this application. I give the same rights to the Owners of the property for which I am applying as those given to Mega Agent Rental Management LLC. I certify that only those persons listed on this application will occupy the dwelling, if approved for occupancy. There is a \$50 non-refundable application fee per adult living in the home. The Application Fee is due upon submission of Rental Application or at scheduled time of previewing a property.

Agreed to

Agreed by: _____

_____ Initials

Mega Agent Rental Management LLC does not discriminate against persons on the basis of race, color, sex, religion, handicap, familial status, sexual orientation or national origin. We are an Equal Housing Opportunity provider.



Authorization to Release Information Related to a Residential Rental Applicant

I, _____ (Applicant), have submitted an application to a rent a property located at _____ (address, city, state, zip).

The Agent, Broker, or Owner's representative is:

Mega Agent Rental Management LLC
2635 Valleydale Road, Suite 200
Birmingham, AL 35244

By signing below, I hereby give my permission:

1. to my current and former employers to release any information about my employment history and income history to the above-name person;
2. to my current and former landlords to release any information about my rental history to the above-named person;
3. to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;
4. to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named person; and
5. to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information, including a criminal background check, about me.

Applicant's Signature

Date