



# Terms & Conditions

Dear Prospective Tenant:

We are pleased that you are interested in renting or leasing to own one of our homes. The decision to approve your application is entirely up to the Landlord of the property in which you are applying for.

Below are the guidelines and requirements of our qualifying criteria so that we may make a recommendation to the Landlord based on the following factors:

- 1.) Complete the Rental & Lease Application.
- 2.) Applicants must be a minimum of 18 years of age. All individuals that will be residing in the home, over the age of 18, must complete a separate rental application.
- 3.) After submission of your application, our office will contact you within approval/denial.  
(Applications may take up to several days to process)
- 4.) A credit check will not be performed.
- 5.) Pet Policy and Fee Schedule as follows:
  - \$25/month charge required for each animal
  - A pet deposit is required for each animal:
    - Cats: 1 Cat = \$200.00, 2 Cats = \$300.00
    - Dogs: 1 Dog = \$500.00, 2 Dogs = \$700.00
  - The pet deposit is refundable providing the home is left in good condition.
  - Pit-bull or American Staffordshire Terriers are allowed for a \$50/month fee and additional insurance carried on the animal.
  - Shot records are required for all dogs listing breed and current shots. Dogs must be registered within the town the rental property resides in within 30 days of possession.
  - All pet submissions are handled on a case by case basis.
  - Some of our homes may not allow pets.
- 6.) Photo ID:
  - All applicants must provide a legal copy of their driver's license or other approved photo I.D.  
(We can be complete this step at time of your signing for the property)
- 7.) Security Deposit and Move in Deposit:

At the time of signing for each rental property, the submission of payment by certified bank check and/or money order is required. Payment will include:

- Security Deposit
- First month's rent
- Any applicable pet fees

8.) High Risk Tenants:

If you are considered a high-risk tenant based off prior rental history, no rental history, and or not enough significant income, we will require a co-signer as your co-applicant.

Payments for High Risk tenants (in addition to #9 above) may include, but are not limited to the following:

- Security deposit plus additional ½ security deposit payment

9.) Payments:

- We do not accept personal checks or cash payments.
- All new tenants are required to sign up for our ACH automatic payment plan. Your rent will be withdrawn directly from your account by electronic transfer on the third of every month.
- Any other payments to our office must be submitted by certified bank check and/or money order.

10.) Automatic Decline:

- Falsification of Application - If approved into our program and we find out after the fact you put falsifying information on your application, this will be considered grounds for immediate termination of lease.

11.) If more than one individual is interested in the same property, the following guidelines are used to select a tenant:

- Lease option over Rental.
- No pets over a tenant with pets.
- Higher deposit over minimum deposit.

I hereby certify that I am not subject to registration under any provision of Article 6-C of the correction Law of New York State, "Sex Offender Registration Act" or any equivalent federal registration law, the sex offender registration law of another state, or similar law in any other equivalent federal registration law.

I warrant all statements above are true and may be used by the landlord and managing agents in accepting or rejecting my application. I acknowledge that if misrepresentation is proven and a lease signed, the misrepresentation is a material breach of the lease and the landlord will have the right to terminate the lease.

Name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_