



AROUND THE CLOCK, INC. CRMC[®]
a certified residential management company



IT'S QUESTION TIME!

OUR SCREENING POLICIES & PROCEDURES

1. Applicants **must view the exterior and interior of the property** before submitting their application.
2. All persons **18 years of age and older** must complete an Application To Rent and pay our screening fees.
3. We charge each applicant or married couple **\$40 for our Screening Fees.**
4. Along with the screening fees **we charge a Holding Fee** that will be deposited (except cash) when the application is approved. If an application is denied the holding fee will be returned. If cash was provided for the holding fee there will be a two day delay to process a check request from our accounting department. Submitting a Holding Fee does not guarantee occupancy of a property until the application has been processed and notification of approval has been given by our Property Manager.
5. Applicants **must provide separate payments for the Screening and Holding Fees.** The funds must be in the form of in-state personal checks, money orders or cashier checks made out to Around The Clock, Inc. CRMC®, and cash. We do not accept cash after 3 P.M. We do not accept out-of-state personal checks.
6. Many of our properties accept pets but some do not. All **properties that accept pets identify the number and weight limit allowed as well as breeds not allowed.** We require pets be neutered or spayed. We **require additional deposits or non-refundable pet fees** even if a pet is kept outside. These funds are due at time of occupancy. We require the residence sign a Pet Addendum that becomes a part of the rental/lease agreement. Our pet policies are strictly enforced.
7. **Most of our properties have a no-smoking policy.** A No Smoking Policy prohibits smoking anywhere in the interior of the property. Residences will be required to sign a No Smoking Addendum that becomes a part of the rental/lease agreement.
8. At least **one adult must earn three (3) times the monthly rent** as a monthly gross income. Washington is a community property State so we do combine a married couple's

income. A copy of a recent earnings statement must be provided for each applicant. Inability to verify income is a reason for denial of tenancy.

9. We will access credit and criminal background reports as part of the screening process.

- Current credit must be in good standing. Unpaid collection accounts and a history of making late payments are reasons for denial of tenancy.
- Criminal activity is not acceptable behavior. Felony convictions are reason for denial of tenancy.

10. An Application To Rent must be filled out completely and submitted with proof of income along with the required fees before we will process the application and take the property off the market.

- The Move-in (occupancy) Date must be stated. If the applicant is approved that will be the date the rent begins.
- Indicate a phone number where one can be reached during business hours so we can communicate the status and final outcome of the application.
- List the last two addresses where the rent or a mortgage was paid, excluding temporary residences or those of relatives. Circle which applies, the amount of rent or the mortgage and the length of occupancy. We do not accept relatives as landlord references.
- List daytime as well as evening phone numbers for landlord references.
- If an applicant has sold the current or former residence, provide the name and phone number for the real estate agent hired by applicant to sell the property.
- If the current or former residence is currently rented, provide name and phone number of the property manager.
- Indicate current and former employer along with gross monthly income amount, position and length of employment.
- The following are acceptable proof of income:
 - a. Currently employed - Copy of most recent monthly and year-to-date earnings statement. If newly hired, letter of commitment and salary from employer.
 - b. Self-employed - Copy of last year's IRS Tax Return that includes Schedule C and a copy of current Profit and Loss Statement.
 - c. Other income- Legal document such as court order for child support or government document verifying social security or welfare.

11. An application submitted with a contingency will not be processed until it is removed.

12. If more than one application is submitted at the same time for a property, the one that best matches the property owner's requirements will be put in first place and processed. All other applicants will be notified and allowed to be placed in a back up position or withdraw their applications. If the applicant wants to be in a back up position his/her money will be held. If the applicant withdraws, all money submitted will be returned. A back up applicant will be notified if the property is rented or we are moving his/her application to first place and processing it. If the property is rented, all money submitted will be returned.

Our Leasing Agent is the person who gives out information about the property, schedules showing appointments, shows the property to interested parties, and provides the Application To Rent to customers wanting to apply for the residence.

Once an application is submitted, our Property Manager completes the screening process and notifies the applicant if he/she is approved or denied. The PM is _____

All of our Leasing Agents and Property Managers represent the owner of the property in all real estate transactions.

☐ ✓ If Application To Rent is Approved, The Holding Fee will be deposited immediately after notification of Application To Rent Approval and credited towards required move-in funds. **Please proceed with the following prior to occupancy:**

1. Confirm the date and location for executing the lease and performing the move-in inspection.
2. Contact all utility companies except water and sewer districts to arrange service in residence's name and assume responsibility on the date of occupancy. If you need names of utility companies and contact information, please ask your Property Manager for them.
3. The Property Manager will provide resident with the water and sewer bills to pay. The water and sewer bills will remain in the property owner's name and tenant will pay the bills directly to the utility district that provides the service.
4. The remaining move-in funds are due when the lease is executed and before performing the move-in inspection. We require secured funds such as cashier's check or money orders made out to Around The Clock, Inc. or cash for the remaining move-in funds. We will not accept a personal check for move-in funds.
5. If, after notification of approval, one chooses for any reason whatsoever not to execute a Rental/Lease Agreement, the Holding Fee converts to a Non-Refundable Placement Fee.

☐ ✓ If Application To Rent is Denied: Please inform us if you will be picking up your Holding Fee or if we should mail it. If the Holding Fee was paid in cash, it will be available within two business days from notification. Please call our office prior to coming to assure it is ready for pick-up.

Around The Clock, Inc. CRMC® accesses its credit reports from CBI/Equifax Information Services. They can be contacted at 1.800.658.1111 and PO Box 740241, Atlanta, GA 30374-2041.

We obtain our criminal back ground reports from Landlord Protection Services at 1.8000.577.8282 and 16625 Redmond Way, Redmond, WA 98052.

WE do our best to ensure \$uccess