



## Policy on Applications Received

Each adult applying for a property submits their application with a \$40 application fee.

The \$40 fee provides for the following: applicant registration as a potential tenant, background check, credit check, rental reference verification, and income verification.

Determinations as to criminal screening will be made on a case by case basis and will be based on several factors and information. There will be no automatic denials based on crime without an analysis of the facts.

When you call to inquire about a specific property we will let you know if there are any applications already on the property. For example: If you intend to apply for a property with one application already pending we will let you know that you would be the second applicant and that there is one application ahead of you. If there are two applications pending we will let you know that you would be the third applicant.

We can speak to the strength of the pending applications so that you as a potential applicant can decide for yourself if you feel it is worth applying.

Once we receive three applications on a single property we will accept no more applications, unless an applicant insists on applying.

Once your application is complete it will be reviewed. The first application received may not be the approved application.

If your application is not the approved application on your first choice property your application will be kept on file for 90 days from the date of application. Within those 90 days you can transfer your application to other properties you become interested in.

If you apply for a property that already has been rented we will call you and let you know that the property you are interested in is no longer available. You, as the applicant will then have the choice to move forward with your application on another property.

Windermere Management strives to be open and honest with all applicants as to the status and availability of a property for rent.

Initials \_\_\_\_\_