



SUBMISSION INSTRUCTIONS

OFFER SUBMISSION INSTRUCTIONS:

- Offers must be emailed as **ONE** complete file - not in pieces!
- Complete offers include all of the following: contract to lease, proof of escrow with escrow letter, income verification, legible photo ID copy, and tenant application form.
We require at least **FOUR recent paystubs to verify monthly income.**

APPLICATION PROCESS:

- A **NON-REFUNDABLE** application fee of **\$100** for each applicant.
- Acceptance is subject to credit and background screening.

APPLICATION FEE:

- Application fees are to be paid by **CASHIERS CHECK, MONEY ORDER ONLY**.
- All application fees must be made out to **DEHAGO CORPORATION**.
- Application fees can be mailed or deposited and ZELLE.

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*Deposits can be made at any JP Morgan CHASE bank into the account number: **0003571799409** - Proof of deposit required.* Wire transfer must include a \$15 transfer fee!
Zelle to: info.dehago@gmail.com*

PROPERTIES WITH ASSOCIATIONS:

- Properties affiliated with an association are subject to association approval.
- DEHAGO' screening process is conducted first, and the association' screening is conducted **ONLY** if the owner approves offer and the applicant.
Applicants **MUST go through both screening processes.
Fees are **NON REFUNDABLE**.**



Please have your Realtor®, fill out this part if you are working with one.

Tenant's Agent Full name: _____

License number: _____

Company name: _____

Company address: _____

Agent's phone number: _____

Agent's email address: _____

Office phone number: _____

Offer Amount: _____

Security Deposit: _____

Last Month Rent: _____

Advanced Rent: _____

Pet Weight: _____

Move-In Date: _____

PLEASE HAVE YOUR TENANTS FILL OUT ONE APPLICATION PER EACH ADULT.

ONLY ONE FEE WILL BE CHARGED FOR BOTH APPLICATIONS.



RESIDENT SELECTION CRITERIA

1. All Adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity. A Non refundable application fee will be required for all adult applicants. Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit.
2. Applicants must have a combined gross income of **at least three times the monthly rent**. We reserve the right to require a co signer. A minimum of two years residential rental history is required.
3. Credit history and or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years.
4. Self employed applicants may be required to produce upon request 2 years of tax returns or 1099s and non employed individuals must provide verifiable proof of income.
5. All sources of other income must be verifiable if needed to qualify for a rental unit.
6. Criminal records must contain no convictions for misdemeanors for crimes involving violence, assault or battery, drugs, firearms; felonies within the past seven years and no sexual offenses ever. In the event a record comes back "adjudication withheld", "nolle prosequere", or "adjudication deferred", further documentation may be required and applicant may be denied on this basis.
7. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
8. No pets (with the exception of medically necessary pets for the benefit of the occupants) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets.
9. A minimum non-refundable property preparation fee may be charged at to the Resident(s) at time of leasing the property. It will be used at the end of your lease term to cover any needed cleaning, carpet cleaning and rekeying. Other mandatory minimum fees for cleaning, carpet cleaning, rekeying etc may be charged as per the lease. Resident(s) shall still be liable for amounts for damages, cleaning, re keying etc that exceed this non refundable property preparation fee or minimum fees.
10. Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one months rent. We reserve the right to require a higher security deposit and or additional prepaid rent.
11. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
12. We may require a holding or good faith deposit to be collected to hold a property off the market. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit.
13. Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, co signers, and/or additional advance rent payments may be required.
14. Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.

Applicant's Name and Signature: _____



Application to Lease

Property applied for: _____

Proposed rent amount: _____ Pet's weight _____

Include: ☐ Complete application, ☐ Copy of Driver's License, ☐ Copy of Social Security card
☐ Copy of Vehicle Registration

1. Applicant: _____ DOB: _____ SS#: _____

2. Phones: Home: _____ Work: _____

Cell: _____ email: _____

3. Marital Status: _____ 4. Spouse name: _____

5. Present address: _____

City, State, Zip _____ How long _____

Rent ☐ Own ☐ Monthly payment \$ _____

Landlord contact: _____ Phone: _____

6. Previous address: _____

City, State, Zip _____ How long _____

Rent ☐ Own ☐ Monthly payment \$ _____

Landlord contact: _____ Phone: _____

7. How do you estimate your credit record?

Excellent ☐ Good ☐ Fair ☐ Bad ☐ No Credit ☐

8.- Employer: _____ Date of employment: _____

Address: _____

City, State, Zip _____ How long _____

Phone: _____ Supervisor: _____

Monthly income (Gross) \$ _____ Work position: _____

Note: if you have more than one job or you have less than 2 years employment history, please provide 2nd or previous employer information on a separate sheet of paper.

9. References of 3 people not living with you.

Name	Phone	Address	Relationship



10. List of all people who will live in the unit with you.

Name	Date of birth	Smoker?	Relationship

"Very important notes"

If there is a second adult occupying the property, he/she needs to submit another application with his/her information. Only one application fee will be charged. Application fee is **Non-refundable**. Incomplete applications will be automatically denied or delayed and you may lose your position if there are more than one application for the same property.

AUTHORIZATION

I, _____ hereby authorize DEHAGO Corp. and/or assign to verify my past and present employment, earnings, records, bank accounts, stockholdings, and any other asset balances that are needed to process my lease application. I further authorize DEHAGO Corp. and/or assign to order a consumer credit report and verify any other credit information, including past and present mortgages, landlord references, and release or disclose such information. I also authorize DEHAGO Corp. and/ or assign, to release any of the information stated on this application or obtained through due diligence with any related or unrelated parties to this transaction that DEHAGO Corp. and/ or assign believes, at its own discretion necessary.

I attest that all information provided here is true to the best of my knowledge. I further understand that if any information herein is proven to be inaccurate, false or misleading; my application could be automatically denied without further considerations or obligations by DEHAGO Corp. and/ or assign.

This application will not be processed without a legible copy of this complete application and legible copies of my Driver's License and Social Security card.

Applicant's Signature

Social Security No.

Date



Employment Verification

To: _____ (employer name and address here)

From: _____ (landlord name and address here)

I hereby authorize the release of my employment information to (landlord name here).

Applicant Signature: _____ (applicant signature here)

Date: _____ (date here)

Please take note that the above applicant, (applicant name here) , has made application to rent an _____ (description of rental home) from _____ (landlord's name here) .

We request your assistance in qualifying said applicant by providing the information requested below. Thank you for your prompt assistance.

Landlord/Landlord Representative: (landlord signature here)

Date: (date here)

Please Respond By: _____ (response deadline here)

Name of Employee: _____ (name of employee here)

Position: _____ (job position here)

Date of Hire: _____ (date here)

Pay Rate: _____ (amount here)

Will there be any anticipated change in the employee's salary within the next 12 months?

(answer here) ☐ YES / ☐ NO

Additional

Comments: _____

Employer Signature: _____ (signature here)

Employer Name and Title: _____ (title here)

Date: _____ (date here)

