



Before you begin

PLEASE NOTE THE GUIDELINES BELOW:

- Applications will be offered to anyone who requests an application.
- Applications will be processed in the order they are received. MVPM processes only one application at a time.

Complete the entire application and pay the \$45 application fee. Each adult 18-years of age and older is required to submit a SEPARATE application and application fee. All persons in your household need to apply together and submit complete applications in order for the applications to be processed.

Applications will *not* be processed without PICTURE ID AND INCOME VERIFICATION ATTACHED (see below). Incomplete applications will *not* be processed.

APPLICATION FEES are due at the time of application and are non-refundable *once the application has been processed*. If we do *not* process your application then we will refund your application fee.

GENERAL GUIDELINES

To complete the rental application, you will be required to provide:

- A copy of a valid form of GOVERNMENT ISSUED PHOTO IDENTIFICATION that allows MVPM to adequately screen for criminal and/or credit history will be required.
- VERIFICATION OF INCOME (3) paystubs attached,
- THREE (3) years of RESIDENTIAL HISTORY as well as contact information for your rental references. Phone number and email preferred.

An application will be considered incomplete without a valid form of ID that allows us to adequately screen for criminal or credit history.

Please note that properties require that applicants' combined gross income is at least 2.5 times the monthly rental amount. Applicants using self-employment or retirement income will be required to submit records to verify their current income. This documentation may include items such as past year's tax returns, bank records or deposits etc..

Applications are processed as quickly as possible typically within 2-5 business days. Every effort is made to attain the necessary information as efficiently as possible. Delays occur due to the inability to contact past landlords, employers or verify income. Your application may be denied if we are unable to verify this information.

Mountain View Property Management will perform a credit, background, and criminal check. We will contact your past landlords for a reference, and we will verify income and employment.

CREDIT MUST BE IN GOOD STANDING. Consumer credit reports will be run for each applicant. Negative reports may be grounds for denial. *Please be sure that credit and social security numbers are “unlocked”.* Credit reports found to be locked at the time of the initial screening will require the application to be re-submitted requiring an additional fee.

False, unclear, inaccurate, or misleading information will result in a delay in the processing time and may lead to a denial of your application.

If your demeanor, conduct or behavior during the application process is rude, aggressive, confrontational, or otherwise conducive of someone who may not get along with Mountain View staff or neighbors, we may reject your application.

SECURITY DEPOSIT, PETS AND MOVE-IN COSTS

Our base SECURITY DEPOSIT is typically 1.5 times the amount of the rent, however, this deposit varies on a variety of different factors and is subject to be increased.

If the property allows PETS, an additional \$200-\$500 per pet may be applied to your deposit, however, this can vary per property. A breed verification record from a veterinarian may be required for pets in question at time of lease agreement signing. Breeds deemed to be dangerous by the insurance industry are not allowed at Mountain View PM managed properties.

Marijuana growth is NOT allowed at any MVPM managed home without owner authorization. Any unauthorized growth at the property is grounds for immediate termination of tenancy.

Once approved, a portion of the security deposit for the rental is due promptly in order to hold the property. Failure to pay the deposit to hold within 24 hours time will result in the property being offered to the next application in line. The deposit to hold is non-refundable.

Move-in dates listed on our website are firm. For some properties, the owner may be slightly flexible but please contact us BEFORE applying if you cannot move-in on the date stated.

Rents are prorated for the month of move-in. If your move-in date is after the 20th of the current month, prorated rent for the current month PLUS the next month's rent is due at the move-in date.

Residents MUST provide PROOF OF RENTER'S INSURANCE and provide ACTIVE UTILITY ACCOUNT NUMBERS for the rental prior to receiving keys.

FEES AND FINES	Move in Costs
Application fee: \$45.00 Late Rent Fee \$75 NSF/Returned Check \$25 Pet Waste Fine \$50 Smoking Fine \$50 Smoke Alarm Tampering Fine \$250 Landscape Maintenance Fine \$50	First month's rent (May be prorated) Base Security Deposit = 1.5x the rent Early Termination Fee = 1.5 x rent