

January 1, 2009.

Revised January 28, 2012

Application Process and Cost:

- Processing an application normally takes between 2-3 days business days. You will be contacted immediately upon determination of approval or denial. All adult applicants over the age of 18 must submit a fully completed, dated and signed rental application and application fee. Applications may be submitted through the website at <https://www.bellavitaprop.com/apply> and electronically signed. Application fees may be paid through check, cash, money order or PayPal.
- If you decide to apply to rent one of our properties, there is a \$35.00 per adult application fee that is "**Non-Refundable**" once your application process has begun. This must accompany the completed application form provided to you by our company. Applications made online may pay using PayPal for fastest consideration. Incomplete applications or applications submitted without the proper application fees will not be considered and application fees will not be refunded for incomplete applications.
- Once you inform us that you wish to lease the apartment, a \$200 holding deposit is required before we stop showing the apartment to other interested applicants. Should your application be denied, this deposit **will be returned**. Should your application be accepted and you enter into a lease agreement, this deposit **will be applied toward your security deposit**. Should you fail to enter into a lease agreement within the specified time frame (typically two weeks), this deposit **will be forfeited**.

The Application:

- Upon receipt of your rental application and application fee, you can expect and hereby authorize that we will (1) check your credit report and the credit report of all co-signers; and (2) check the public records for any past evictions; and (3) verify your employment; and (4) verify your previous landlord references; and (5) do a criminal background check. We would encourage you not to apply if you have bad credit, bad references, have ever been evicted or have a criminal record. Co-signers may be considered on an individual basis.
- Once you have been notified of your approval, you and all co-signers must sign a lease agreement within the specified time frame and place a holding deposit, equal to at least one month's rent. Once approved and payment of the holding deposit is paid your holding deposit is non-refundable. In the event that you fail to or refuse to take possession of the property on or after your applied for beginning rental date, you shall forfeit these funds as liquidated damages. Due to the high demand for rental apartments, we will not hold the property you applied for off the rental market unless you provide the required holding deposit. If you do not comply with this requirement, we may rent the apartment you applied for to someone else, and your application fee is non-refundable.
- All applicants must see the interior of the property before an application can be submitted
- All initial funds (first month's rent and security deposit) must be paid by cashier's check or money order payable to "Bella Vita Properties, LLC" or must be paid at least 10 days in advance and be cleared by the bank or must be paid through our approved electronic rent payment service at least 3 business days in advance. Tenants will not be allowed to move in until initial payment has been verified by the bank. Subsequent months thereafter may be paid by check or the approved electronic rent payment service.
- A \$35 fee will be charged for checks returned unpaid (NSF). If the initial funds are returned unpaid, this will be considered a violation of the lease, the lease will be canceled, security deposit will be forfeited and the tenant(s) will not be allowed to move in.

Resident Selection Criteria:

- Applicants must have a combined gross income of at least three (3) times the monthly rent. Incomes must be verified in writing, applicant may provide recent pay stubs. A minimum of one year

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residential history is required. Rental history must be rated satisfactory or better, with no record of evictions. We reserve the right to require a co-signer and/or a higher security deposit. Co-signers are accepted at the manager's discretion only and must meet all requirements.

- Self employed applicants may be required to produce upon request two (2) years of signed tax returns or IRS 1099 forms. Non-employed applicants must provide proof of income.
- Credit history and/or Civil Court Records must not contain slow pays, judgments, eviction filings, collections, liens or bankruptcy within the past three (3) years. We will not provide you with the credit report or tell you of its contents; however, we will provide you with the name of the credit reporting agency so you may receive a copy from the credit bureau. All information collected for the approval or denial of this application is considered confidential in nature and for company use only.
- If you have been convicted of a felony within the past seven (7) years, this is cause for rejection. Applicant must not have a felony record that was adjudicated guilty or had adjudication withheld for the past seven (7) years, or any conviction of any length of time for any drug related, sexual related, murder related or arson related crime.
- Valid current photo ID documentation (driver's license, military ID, or State ID) is required.
- Previous rental history reports from previous landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no NSF checks, and no damage to rental property or failure to leave the property clean and without damage when you left the property.
- Current occupancy standards are a maximum of 2 persons per bedroom, except for infants under 4 years of age. However, some city and county municipalities prohibit more than three (3) unrelated adults to reside in a single family dwelling unit. Consequently, Bella Vita Properties, LLC also prohibits the rental of a single family dwelling to more than three (3) unrelated adults.
- No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of Bella Vita Properties, LLC in the lease document, (a pet addendum to lease), and an additional non-refundable pet application fee may be required. An additional pet security deposit equivalent to one month's rent and a monthly per-pet surcharge will be required. If a higher pet fee or rent amount is required, you will be notified at the time of the application. The following pets will not be accepted under any circumstances, GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS OR ROTWEILLERS.
- Security deposits are security for faithful performance by tenants of all terms, covenants, and conditions of the lease agreement and tenants may not dictate that the security deposit be used for any rent due. Unless claimed due to a breach of lease or damages, the security deposit is refundable when the tenants move out of the property at the expiration of the lease term. Any exceptions to these criteria will need to be submitted in writing to Bella Vita Properties, LLC for consideration. If approval is then given for such exceptions, additional security deposit, co-signers and/or additional "higher" rent may be required.

Other Issues:

- Rents quoted are the rental amounts due if paid on time, (post marked on or before the 1st of each month) otherwise, the rent is at least \$45.00 more that month and possibly higher if rents are severely delinquent.
- Keys will be released on the first (1st) day of occupancy as stated in the lease agreement. Request for keys earlier must be accompanied with additional pro-rated rent and must have Bella Vita Properties, LLC's prior approval.
- Maintenance and Repair - When you rent an apartment from our company, we strive to ensure that all items are in good working order. Please report any maintenance or repair requests via our on-line Tenant Maintenance Request (www.bellavitaprop.com/maintenance) form. Please report any maintenance or repair request during your first 5 days of possession. We require residents to pay for repairs that are not normal wear and tear items or from the result of abuse or negligence.

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- Multiple Applications - It is entirely possible that Bella Vita Properties, LLC may receive multiple applications from unrelated individual applicants on the same property at approximately the same time. If such is the case, we will process all applications for consideration as to what we (in our sole discretion) deem the best applicant, which may not necessarily be the first application received. In such cases, more than one applicant may be approvable, however only one will eventually be approved. Because we represent the best interest of the rental property, we will accept the best application, which may not necessarily be the first application received. In order to evaluate the various applications it is necessary for Bella Vita Properties, LLC to expend time and cost in credit reports, criminal reports, and other administrative cost. Hence, our policy that the application fee is non-refundable. If your application is approvable, but not the approved one for the property for which you are applying, you may consider applying for other available properties that we may have, without payment of an additional application fee.