

Position Realty Commercial Leasing Policy

Application Standards

All applicants pass through a screening process:

Income Level.....Each applicant and / or business owner **must provide** copies of proof of income. We must be able to verify employment history with a copy of most recent paycheck stub. If you're income is self-employed we will need tax returns for the last two years and copy of your business Profit and Loss. Passive income assets we must receive a copy of your mortgage statement or deed and proof of income (Lease agreement, etc)

Credit History.....To determine satisfactory credit worthiness we run a personal and business report through a credit-reporting agency.

Rental History.....Your previous residences must be free of evictions, bad landlord references, no violent criminal history and unpaid rents.

Business Plan.....Submit a copy of your business plan with financial projections, if prepared and available.

Assets.....Each applicant and / or business owner **must provide** copies of assets in which they own including but not limited to investment properties, personal residence, securities, non-marketable securities, partnerships, notes payable, insurance annuities, etc.

Submitting Your Application

Once you have viewed and selected a home you should submit the attached application:

1. **Complete the Application Form** – The form must be **COMPLETELY** filled out and signed before it can be processed. Missing information will result in processing delays.
2. **Submit Copies of Proof of Income, Assets, Business Profit and Loss and Driver's License** – Make a copies or scan / email to submit with your application. If there is more than one business owner, each owner must submit the same information requested above.
3. **Pay \$150 Per Application** - This is a **non-refundable** background fee. *Please Note: The \$150 background fee is **per application**. ******
NOTE: No application will be accepted without payment of background processing fees*** Forms of acceptable payment: Cash, Money Order or ACH Transaction.** Please no personal checks or e-checks.
4. **Submit the Application** – **Deliver** your completed applications, background fees, photo ID, and proof of personal financial information to our office between 8 a.m. and 5 p.m. Monday-Friday **OR Fax** it to our office at (866) 232-2256 **OR** email to Sean.Heideman@PositionRealty.com. *We cannot begin processing until all background fees are received.*
5. **Wait For Our Call** – Depending on the timely response of references your application will be processed within **1-7 working days**.
6. **If Approved, Pay the Earnest Deposit and \$400 Administration fee Immediately to Hold the Space** – Again, no personal checks will be accepted.
7. **Pay All Remaining Move-in Funds On Move-in Day** – The first month's rent (full or prorated) and any deposits. Again, no personal checks will be accepted on date of move-in (Cashier's Check or Money Order).

Acknowledgment

Applicant acknowledges that the above information is understood, and has been informed:

1. *All \$150 Background Fees are **non-refundable, NO EXCEPTIONS**. If there are multiple applications we will accept the most qualified applicant. In a multiple application situation you are assuming the risk of loss of your background fees paid, if not approved. – Signature below signifies authorization to process application and you agree the background fees are **non-refundable**.*
2. *If applicant withdraws application following approval, all deposits will be forfeited.*
3. *Any and all information submit will be stored in a highly secure location and your information will not be shared with anyone other than representatives of Position Realty and the property owner.*
4. *You acknowledge and give Position Realty consent to process your background by obtaining information through various credit reporting agencies.*

Sign:_____ **Print:**_____ **Date:**_____