

RENTAL APPLICATION GUIDELINES

- **FAIR HOUSING:** Sloane Realty strictly abides by the Federal Fair Housing act, the SC/GA Fair Housing act, and principles of equal opportunity. We do not discriminate on the basis of race, color, religion, national origin, sex, physical or mental disability, or familial status.
- **CONFIDENTIALITY:** Your privacy is important to us. Please read our Privacy Policy [on our website](#)
- **APPLICANTS:** Each proposed occupant **18 years of age or older** must complete a separate rental application. Our application processing fee is **\$50 per application. This fee must be paid online as part of the Rental Application.** This fee is non-refundable. If there is more than one applicant, your application scores will be blended to arrive at a decision (see attached). Co-signers must complete a separate rental application, and will be required to execute the rental agreement along with the residents of the property. **Any co-signer(s) approved will be fully obligated to all conditions and terms of the rental property lease.**
- **CREDIT CRITERIA:** Sloane Realty will obtain a consumer credit report for each applicant. This report must be generated by **Sloane Realty**, and not the applicant. Although we do evaluate creditworthiness, we do not use your credit scores as the sole determining factor in our decision to approve or decline your application. In addition to a credit report, we also run a fraud search, eviction search, bad check search, national criminal database scan, and drivers license verification. We also may contact current and previous landlords, employers, and/or references provided by you.
- **CONTINGENCY FEE:** Sloane Realty is committed to making it easier for you to rent one of our homes, which means we can work with many prospective tenants with less than perfect Applications or rental history. We use a proprietary matrix on which we rate prospective tenants. Unlike many companies, we do not charge extra deposit which drives up the costs of moving in. Instead we charge what is called a Contingency Fee that is paid each month. This fee is based on your Matrix (see below) and is either \$35 or \$70 per month. This fee can be recalculated if/when you renew your lease upon your request.
- **INCOME VERIFICATION: Proof of Income:** Please provide us with copies of your last 2 paycheck stubs or a letter on company letterhead from your employer to verify income. If you are unemployed or self-employed, please provide a copy of last year's income tax return and your last 3 months bank statement. Other income such as retirement, SSI, child support, etc. must have reliable documentation if you wish us to consider it.
- **IDENTIFICATION:** Photo identification is required. Please provide us with a copy of your driver's license, military ID, or state ID.
- **NUMBER OF OCCUPANTS:** The maximum number of occupants allowed in the rental property is **2 persons per bedroom, plus 1 extra person per property.** Example: 1-bedroom rental = 3 people, 2-bedroom rental = 5 people, 3-bedroom rental = 7 people.
- **SMOKING POLICY:** All of our properties are non-smoking properties. No smoking is permitted inside any of our rental homes.
- **PETS and Service Animals:** Sloane Realty complies with all Federal guidelines with regards to Service animals. Most of our properties will consider pets on a case-by-case basis. The final decision as to whether to approve your pet(s) is always the property owner's. Before final approval can be obtained, must complete the Pet Screening application (Link on Website). **Service animals and pets are both required to complete the screening** and provide the information such as Service Animal documentation is applicable, vet records, and pictures. Our company policy does not require the payment of a large upfront non-refundable pet fee like many companies, however your monthly rental rate will increase in accordance with the type and size of your pet. If your pet is younger than one year, your security deposit will be increased by \$250 in addition to pet rent. For more detailed information regarding the price structure for pet rent, please visit our website at <http://sloaneteamrealty.com/pet-policy>.
- **SECURITY DEPOSIT:** You will be required to pay a Reservation Fee at the time of lease signing. Failure to take possession of the property at the designated move-in date can result in forfeiture of the reservation fee. Once you move in this reservation fee in full will be converted to serve as your Security Deposit.
- **RENT PRORATION:** One months rent is due upon move in date regardless of the day in the month. The second month is prorated depending on your lease start date. If your lease start date is the last week of the month then you will be required to pay the prorated amount plus one normal month's rent at move-in. Proration is calculated as: Base Rent (excludes Contingency fee and Pet Admin fee which Must be paid in full) x 12 month divided by 365 = Per Day Proration. PDP x number of days with move in and move out days counted as full days.
- **FALSE INFORMATION:** If any information provided on your application proves to be false or misleading, your application will be denied, and your application fee(s) forfeited. If you have already entered into a rental agreement on the property when we discover that you've provided false information, you will be subject to immediate eviction from the premises.
- **HOW AND WHEN DO WE DECIDE?:** It usually takes a day or two to process rental applications. Please see the attached for a copy of the rating system we use to score your application. If you have any questions about completing your application, please call our office at 843-795-4461.

Thank you for considering renting a home from Sloane Realty.