



## **Application Procedures**

### **Non-discrimination Policy**

Olympus Properties, LLC adheres to the Fair Housing Act and will not discriminate against any person on the basis of race, color, religion, sex, disability, familial status or national origin.

### **Procedures**

- All applications must be filled out completely.
- Olympus charges a \$25 non-refundable fee for each Applicant.
- A check, money order or credit card (Visa, MasterCard, Discover and American Express) is required for payment. No cash will be accepted.
- All U.S. citizens must submit a driver's license or state-issued ID and social security number.
- All non-U.S. citizens must submit a state-issued ID or driver's license, passport, VISA, and International Tax ID number, I-20, or equivalent document.
- Olympus will check credit, employment history prior landlord information, and criminal background by the close of the business day following receipt of application and fee.
- Leases must be signed within 72-hours of Olympus notice to Applicant of approval and placement of security deposit. After the 72-hour period has passed, the unit is marketed as available and is subject to lease without notice to applicant. If the security deposit is paid with check or money order, it is not cashed until the lease is signed.
- If payment of security deposit is made through PayPal, there may be a service fee deducted in the event deposit is returned to applicant due to a failure in the lease process.
- Security deposit and Last Month's rent are due in full at the time of the lease signing.
- Each Applicant must be present for the execution of the lease.
- No Applicant with a felony conviction will be approved.

**EFFECTIVE DECEMBER 1, 2005**



### **Apartment/House Showings**

Olympus endeavors to give Current Residents 24 hours notice of a showing of their home to an Applicant. Therefore, Olympus is only able to show properties by appointment. Appointments must be made at least 24 hours in advance of the showing.

**Olympus employees cannot transport individuals at any time.** If the Applicant does not have transportation from Olympus' office to the location of the unit, Olympus will meet the Applicant at the unit.

### **Credit History/Income Qualifications**

The Applicant must have a credit (empira) score of 700 or higher and verifiable employment. Rent must not exceed 33% of Applicant's gross monthly income. Proof of income must be verified through employment contacts, recent pay stubs, bank statements, or W-2's.

If the empira score is below 700 or there is no verified employment, we will accept a Guarantee of Lease. Applicants must have a Guarantee of Lease if not financially independent. The Guarantor assumes total responsibility for the leased premises in the event of non-payment of rent or damages.

**Applicant must have no adverse public records on the background report performed by Olympus.**

### **Residential History**

Applicant must have good payment records, no violations and no unpaid balances owed to former landlords.

**No applicants with a previous eviction will be approved.**

**EFFECTIVE: DECEMBER 1, 2005**

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