**SEA GLASS RENTALS & PROPERTY MANAGEMENT LLC**

**APPLICATION PROCESS**

We evaluate each rental application in the following manner:

You must complete and submit a rental application before viewing any of our listings. The application is not property specific and is valid for 3 months. Application is on the site or email: kim@seaglassrentals.com or mail it to us: 14 Maine Street, Suite 110, Brunswick, Maine 04011. If you select a listing that you would like to rent we require a non-refundable $45. application processing fee and we will move forward with processing the application.

We screen your application which includes; credit report, criminal / sexual offender report, terrorist report, and general background. We reach out to your rental references to obtain more information as to your tenant history. We then confirm that you fully meet our criteria.

We will hold the apartment / home for qualified tenant(s) for two weeks with a deposit equal to one month's rent. There is a 72 hour grace period. If you decide not to rent the apartment within the grace period we will refund the deposit. If after the grace period you decide you will not rent the apartment, your deposit will be held as loss of rent due to the apartment no longer being marketed for rent.

Renters insurance is required while you are our tenant and a copy of said coverage must be provided to Sea Glass Rentals with proof of renter’s insurance 48 hours prior to move-in confirming a minimum of one hundred thousand dollars ($100,000.00) in liability coverage. The landlord shall also be named as an additional interest of the policy. We will require an updated binder in the event of a lease renewal situation. Renter’s insurance is relatively inexpensive and is available from most insurance carriers in the area.

 If you do not qualify, we will deny your application.

**Rental Criteria:** To qualify for an apartment with Sea Glass Rentals & Property Management LLC you must meet the following criteria:

 **Income.** Your gross monthly income must be at least two and a half times the monthly rent (i.e. if the rent is $800, you must prove at least $2,000 for your gross monthly income). If you are unemployed and/or don’t make the required amount, you will be required to have a cosigner. We do accept housing subsidies. You must still meet all the rental requirements if you are using housing subsidy.  Your subsidy is considered as part of your income.

**Rental History.** You must have at least two years of recent (in the past three years), satisfactory rental requirements. If you have ever been evicted and /or sued for any serious lease violations, or owe another landlord money, your application will be denied. If you do not have two full years of recent references, you may be required to have a cosigner.

**If Cosigner is Necessary.** If you do not meet one or more of the above mentioned criteria, you may still qualify for an apartment by having a third party guarantee your lease. In order for a cosigner to qualify, he/she must have a credit score of above 680 and provable income of at least four times the monthly rent. The same screening process will be done for the cosigner, which means there is an additional non-refundable $45. application fee.

**Credit History/Background Check.** We run a credit and background check on every person over the age of 18 applying for our properties. If a felony of any kind or a criminal charge/misdemeanor involving dishonesty/violence or related subject matter is found in your background check, or you are on a Sex Offender Registry, your application will be denied. If your credit is below 600 or you have no credit history, you will be required to have a cosigner. If your credit is 550 or below, your application will be denied.

**Move-in Costs.** We require your first month's rent and a security deposit equal to two month's rent depending upon the rental property and utilities included with the rent. We can discuss the security deposit financial arrangement on a case by case basis.

**Pets.** We will gladly consider renting to applicants with a pet 1) if the property allows for pets and 2) if they qualify under the application above criteria and agree to the terms of the Pet Addendum. Dogs must be met and approved prior to accepting an application/holding deposit.

**Equal Opportunity Housing Provider:** We fully comply with the Federal Fair Housing Act.  We do not discriminate against any person because of race, color, religion, sex, disability, familial status, sexual orientation or national origin. We also comply with all state and local fair housing laws.

**Dishonesty.** If we discover that you have been dishonest on any part of your application we will deny your application immediately. If it is discovered after you have occupancy of the unit it is grounds for eviction. Please be sure to list all rental references on your application and answer all questions honestly.

**Apartment Availability:** We update our list of apartments as each apartment becomes available and/or as each apartment is rented. An apartment that’s available in the morning may not still be available later that same day. We will not hold an apartment for any prospective tenant without a deposit equal to one month’s rent and a completed approved application.

**Occupancy Guidelines:**To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment/ house. In determining these restrictions we adhere to all applicable fair housing laws.

Dishonesty or inappropriate/threatening behavior towards any Sea Glass Rentals & Property Management LLC employee, agent or current resident during the application process will be grounds for denial.