

TARTAN REALTY GROUP, INC. APPLICATION PROCEDURES

Tartan Realty Group, Inc. ("Tartan") works for and in the interest of the owners of the properties shown. Tartan relies on complete and correct information being provided by applicant(s) to determine whether to lease to applicant(s). By signing or typing "I agree" below, I certify that the answers are true and correct and that I have accurately completed this application.

I further acknowledge and agree to the following:

1. NON-DISCRIMINATION POLICY

Tartan Realty Group, Inc. 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.

2. NO PETS.

Tartan does not allow pets of any kind, and I affirm that I do not own a pet, nor will I during the entire duration of my lease. I acknowledge that a violation of this rule is considered a breach of the lease.

3. NO SMOKING

There shall be no smoking allowed on the property by anyone at any time. I acknowledge that a violation of this rule is considered a breach of the lease.

4. TIMING – APPLICATION TO LEASE

You and your roommates will need to complete a rental application and send it to our office along with the non-refundable application fee. Once we have completed a credit check on you and your roommates and the check is satisfactory we will notify you that you have been approved and which apartment you may lease. All residents will need to meet at our local (Bloomington IN) property management office to sign the lease and deposit the last months rent. Please note that the lease must be signed within seventy two (72) hours from notice of approval and all residents must provide state or federal picture identification before they can sign the lease.

5. PROCEDURE

- All applications must be filled out completely
- Tartan charges a \$25 non-refundable fee for each Applicant.
- A check, money order or payment via Paypal 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.
- Tartan 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 Tartan notice to Applicant of approval with deposit of last months rent. After the 72-hour period has expired, the unit is marketed as available and is subject to lease without notice to applicant.
- If any payment is made through PayPal, there may be a service fee charged to the Applicant/Resident
- Last Month's rent is due in full at the time of the lease signing.
- Security Deposit and First Months Rent is due at the time of Move In
- Each Applicant must be present for the execution of the lease.
- No Applicant with a felony conviction will be approved.

6. APARTMENT SHOWING

Tartan endeavors to give current Residents at least 24 hours notice of a showing of their apartment to an Applicant. Therefore, Tartan is only able to show properties by appointment only. Appointments must be made at least 24 hours in advance of the showing. The day and time will be determined by the local property manager. Tartan employees cannot transport individuals at any time. If the Applicant does not have transportation from Tartan' office to the location of the unit, Tartan will meet the Applicant at the unit.

7. CREDIT HISTORY / INCOME QUALIFICATIONS

The Applicant must have a credit 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 credit 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. Should the applicant require the need for a Guarantor, the Guarantor must fill out an application and agrees that Tartan has the right do complete a credit check on such person. 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 Tartan.

8. 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.

9. PAYPAY POLICIES

- (a) Tartan will assess any fee charged by PayPal to process a payment PayPal.
- (b) When making a payment through PayPal, please specify what the payment is for (rent, parking space, late fee, application fee, etc.) and the address and unit for which the payment is intended.
- (c) If you have an existing PayPal account with the credit card you are using for payment, you will be required to use this account to make any payment to Tartan through the PayPal link on this website. Furthermore, if you have ever purchased anything through EBAY with the credit card you are using for payment today, you will be required to use the PayPal account that was created for your EBAY transaction. If you do not remember your password, check with www.paypal.com to have a reminder sent to you; or call 1-402-935-2050.
- (d) If you are paying rent or bills that accrue late fees, we must receive the payment by the 1st of the month. Any payment clearing after this date will be subject to late fees.
- (e) Tartan will not authorize a security deposit payment from an individual not previously approved through the application process by our office.
- (f) E-Checks: using an e-check for payment can take one week or more to post to the Tartan account. To avoid late fees, you must send e-checks sufficiently prior to the 1st of the month, to allow enough time to clear to our account.

10. AUTHORIZATION

I authorize Tartan to obtain any reports concerning me it deems necessary for the purpose of evaluating my application. I understand that such reports may include and are not limited to my credit history, civil and criminal information, arrest records, rental history, employment and financial history, vehicle records, licensing records, and any other information deemed necessary.

I authorize Tartan to share this information with all other individuals identified as potential joint tenants, cotenants, guarantors, and sublessors.

TARTAN REALTY GROUP, INC.
APPLICATION FOR LEASE
\$25.00 Fee (No Cash)

Property Address 425 East Kirkwood Avenue
City, State Zip Bloomington, Indiana 47408
Unit - Choice #1 _____
Choice #2 _____
Choice #3 _____
Parking Space (circle one) yes / no

Full Name _____
Social Security Number _____
Drivers License Number _____
Birthday _____
Year in School _____
Marital Status (circle one) Single / Married / Engaged
Number of Children _____

Present / Previous / Permanent Addresses

Present Address _____
City, State Zip _____
Length of Time at Present Address _____
Present Address Phone Number _____
Current Cell Phone Number _____
Email Address _____
Present Landlord Name _____
Present Landlord Phone _____

Previous Address _____
City, State Zip _____
Length of Time at Present Address _____
Previous Landlord Name _____
Present Landlord Phone _____

Permanent Address _____
City, State Zip _____
Length of Time at Permanent Address _____
Permanent Address Phone Number _____

Employment

Current Employer _____
Contact at Employer _____
Employer Phone Number _____
How Long Employed _____
Monthly Income _____

Amounts of Other Income (all sources): Financial Aid,
Recurring Gifts, Child Support, and all other income _____

Car Information

Make & Model _____
Year & Color _____
License Plate & State _____

Parents or Guardians Information

Names _____
Present Address _____
City, State Zip _____
Parents Home Phone Number _____
Parents Cell Phone Number _____

Emergency Contact

Names _____
Relationship _____
Present Address _____
City, State Zip _____
Parents Home Phone Number _____
Parents Cell Phone Number _____

Have you ever been evicted? _____
If yes, please explain. _____
Have you ever been sued for non-payment of rent? _____
If yes, please explain. _____
Do you currently have any outstanding judgments? _____
Have you ever filed for bankruptcy? _____
Have you ever convicted a felony _____
If yes, please explain. _____

I declare the foregoing information is true and correct, I hereby authorize Tartan Realty Group, Inc. to obtain any reports concerning me it deems necessary for the purpose of evaluating my application. I understand that such reports may include and are not limited to my credit history, civil and criminal information, arrest records, rental history, employment and financial history, vehicle records, licensing records, and any other information deemed necessary. I understand that falsification of the above information is grounds for immediate termination of my lease by Landlord.

\$25 Application fee is non-refundable. To be paid at the time the application is filled out and submitted. Please make checks payable to Tartan Realty Group, Inc. This application is incorporated into and becomes part of the lease agreement.

Application Made this _____ day of _____, 200__.

Application Signature: _____

Received on _____ (date) at _____ (time)