



207-498-3097/TDD:711

Fax: 207-492-5611 [rlwmgmt@gmail.com](mailto:rlwmgmt@gmail.com)

Equal Housing Opportunity

Equal Employment Opportunity

### **Market Rent Units**

Thank you for inquiring about R.L.W. Management Properties. We strive to offer clean, well-maintained and affordable apartments. Our reputation is important to us and we work to offer the best housing possible with exceptional service to our tenants.

We offer our market rent apartments according to our waiting list with applications that we have on file first. Then on a first come first serve basis. We will attempt to contact people whose applications we have on file first and in chronological order. Appointments will be scheduled in order based on who responds back to us first on our waiting list so make sure that we have a good contact number to reach you. You will only be contacted for apartments that come available that fit the criteria in which you are looking for. Please be very specific when turning in your application as to what it is you are looking for. We will not contact you for available units that do not meet your criteria.

All apartments will remain available until it is viewed and we collect a non-refundable \$100 application processing fee. After we receive the non-refundable application processing fee, the unit is taken off the market and will not be viewed by others. If your application comes back satisfactory, your \$100 will be placed toward your security deposit. Security is equal to one month's full rent and is due at the time of move in.

Please keep in mind that if the monthly rent of the apartment you have selected is more than 40% of your monthly income, you will not qualify. After verifying your income, we do a thorough background check including police checks, credit checks, sex offender registry, landlord references and personal references. If you are found to be on the sex offender registry, have extremely bad credit, or have committed a felony within the last five years, your application for tenancy will be rejected. If your application is rejected, you have up to 14 days to schedule a meeting to discuss. Other items that might come back unsatisfactory such as low credit score, bad references, and criminal activity we will schedule to meet with you to question and get your input. The final decision of tenancy will then be made by management.

We hope to be able to offer you the perfect place to live. Thank you for allowing us to be of service to you.

The R.L.W. Management Staff

**R.L.W. Property Management, LLC does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities or employment. R.L.W. Property Management, LLC will provide appropriate communication auxiliary aids and services and/ or provide this document in alternative formats upon sufficient notice. R.L.W Property Management, LLC offers Equal Housing and Employment Opportunity**

**Persons with disabilities have the right to request a Reasonable Accommodation at any time.**



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## Tenant Selection Criteria

The Policy of R.L.W. Management is one of equal housing opportunity for prospective applicants regardless of race, color, religion, sex, handicap, familial status, national origin or receipt of assistance. All persons interested in housing opportunities with R.L.W. Management will be sent an application for housing or will be able to pick up an application at our office during posted office hours. All completed applications are noted with the date and time received as they arrive in our office.

### **Priority Rating System**

Existing tenants of R.L.W. Management will have first priority to transfer within our managed properties over and above any waiting applicant, provided that they are eligible and meet all criteria. All tenants requesting a transfer must have a six-month history of full compliance of all lease provisions and House Rules.

### **The Waiting List**

R.L.W. Management maintains files with applications waiting for an apartment. The waiting file consists of all applicants who appear to be eligible. When an apartment opens that may fit the applicant's needs, they will be notified by phone. Applicants who cannot be reached after three tries or do not respond to messages within 24 hours will be passed over.

### **The Application Cycle**

Applications are accepted and held in the waiting file until an apartment of choice is available and a \$100.00 non-refundable application fee is received. At that time the application will be processed as regards criminal checks, landlord references, credit checks, income verification and personal references. If everything comes back acceptably, the \$100.00 application fee is applied to the security deposit due at move-in.

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It is understood that applicants usually must give a 30-day notice to landlords. However, if an applicant is approved to move-in and cannot move into the unit within 30 days for reasons other than medical or emergency situations, they will be passed over and the application fee will be forfeited.

### **Reasons for Rejection**

Applicants will be rejected if any of the following apply to anyone in the applying household:

- Insufficient Income
- Unpaid balances with Emera Maine
- Criminal history less than 5 years old
- Eviction history with cause
- Illegal drug use or reasonable cause to suspect drug use
- Registration as a state sex offender
- History of allowing unauthorized persons to live in the unit
- Bad credit history
- Unacceptable and substantiated landlord references
- Unacceptable and substantiated person references
- Serious violations of previous rental agreements
- Submission of false information
- Transient history
- History of disturbing the quiet enjoyment of neighbors, violence or harassment
- Violent criminal history
- Non-payment of rent or other financial obligations
- Refusal to sign or submit necessary forms
- Reasonable cause to believe that a household's member's abuse or pattern of alcohol may interfere with the health, safety or peaceful enjoyment of other residents.
- Negative references

An applicant will not be denied due to lack of credit history.

All applicants rejected have the opportunity to be heard by a representative of management other than the interviewer. This request must be made within fourteen (14) days of rejection in writing. At that time, you may present any factual information which might lead to our reconsideration of our decision.

### **Our Smoking Policy**

We offer both smoking and non-smoking properties. Where smoking is permitted you may smoke within units but not common areas and must be at least 100 feet away from any buildings while smoking outside. Most apartments are self-contained and draft-free but no guarantee can be made that all smoke and odors will remain within the unit of origin. No smoking is allowed in or on common areas such as shared porches, patios, laundry rooms, mail rooms, elevators and hallways.

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The Federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRAs are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681 – 1681u, at the Federal Trade Commission’s website (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance or employment – must tell you, and give you the name, address and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You are also entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute; you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filled, you may ask that anyone who has recently received your report be notified of the change.
- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files; usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If you dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and telephone number of the information source.
- You can dispute inaccurate items with the source of the information. If you tell anyone such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute.

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### Application for Market Rent Apartments

Adults to reside in the unit:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Present Address: \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

\*\*\*\*\*

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Present Address: \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

\*\*\*\*\*

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Present Address: \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

\*\*\*\*\*

Other Persons to reside in the unit:

Name \_\_\_\_\_ Birthdate \_\_\_\_\_ SS# \_\_\_\_\_

Name \_\_\_\_\_ Birthdate \_\_\_\_\_ SS# \_\_\_\_\_

Name \_\_\_\_\_ Birthdate \_\_\_\_\_ SS# \_\_\_\_\_

Name \_\_\_\_\_ Birthdate \_\_\_\_\_ SS# \_\_\_\_\_

#### Current Gross Family Income:

Employer: \_\_\_\_\_ Tenant \_\_\_\_\_

Employer Address: \_\_\_\_\_

Monthly Gross Wages: \$ \_\_\_\_\_ Job Description \_\_\_\_\_

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Employer: \_\_\_\_\_ Tenant \_\_\_\_\_

Employer Address: \_\_\_\_\_

Monthly Gross Wages: \$ \_\_\_\_\_ Job Description \_\_\_\_\_

\*\*\*\*\*

Employer: \_\_\_\_\_ Tenant \_\_\_\_\_

Employer Address: \_\_\_\_\_

Monthly Gross Wages: \$ \_\_\_\_\_ Job Description \_\_\_\_\_

\*\*\*\*\*

**Other Monthly Income:**

TANF \_\_\_\_\_ Child Support \_\_\_\_\_

SSI \_\_\_\_\_ Social Security \_\_\_\_\_

Pension \_\_\_\_\_ Section 8 \_\_\_\_\_

Other \_\_\_\_\_ Other \_\_\_\_\_

\*\*\*\*\*

Electric Service Company: \_\_\_\_\_

Address: \_\_\_\_\_

Account Standing: Current \_\_\_\_\_ Delinquent \_\_\_\_\_

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

**Landlord History for past 4 years:**

Current Landlord: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Rental Address: \_\_\_\_\_ Date Rented \_\_\_\_\_

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Prior Landlord: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Rental Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

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Prior Landlord: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Rental Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

\*\*\*\*\*

Prior Landlord: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Rental Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

\*\*\*\*\*

Prior Landlord: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Rental Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

\*\*\*\*\*

**Personal References (not family members)**

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

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**Personal Questionnaire:**

Has anyone on this application ever been convicted or involved in a felony crime? Yes \_\_\_\_ No \_\_\_\_  
Is anyone on this application a registered sex offender? Yes \_\_\_\_ No \_\_\_\_  
Has anyone on this application ever been evicted? Yes \_\_\_\_ No \_\_\_\_

**I HERBY CERTIFY AND ATTEST THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I ACKNOWLEDGE THAT THIS APPLICATION DOES NOT CONSTITUTE ENTITLEMENT TO AN APARTMENT BUT WILL BE USED TO DETERMINE ELIGIBILITY.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**List all other States in which household members have lived**

City/Town: \_\_\_\_\_

State: \_\_\_\_\_

City/Town: \_\_\_\_\_

State: \_\_\_\_\_

City/Town: \_\_\_\_\_

State: \_\_\_\_\_

City/Town: \_\_\_\_\_

State: \_\_\_\_\_

**Is any member of the Applicant's Household subject to a lifetime Sex Offender Registration in any State?**

Yes \_\_\_\_\_ No \_\_\_\_\_

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### Consent Form

I authorize and direct any Federal, State or local agency, organization, business or individual to release and verify my application, and/or maintain my continued assistance under the section 8, Rental Rehabilitation, Low-Income Public, and/or other housing assistance programs. I understand and agree that this information obtained with its use may be given to and used by the Department of Housing and Urban Development (HUD)/US Department of Agriculture (USDA) administering and enforcing program rules and policies. I also consent for HUD/USDA or the manager to release information from my file about my rental history to credit bureaus, collection agencies, or future landlords. This includes records on my payment history, and any violations of my lease or occupancy policies.

**Information Covered:**

I understand that, depending on program policies and requirements, previous or current information regarding me or my household may be needed. Verifications and inquiries that may be requested include but are not limited to:

- |                                         |                                               |
|-----------------------------------------|-----------------------------------------------|
| <b>Identity and Martial Status</b>      | <b>Employment, Income, Assets, and Credit</b> |
| <b>Medical or Child Care Allowances</b> | <b>Residences and Rental Activity</b>         |

**Group of Individual that may be asked:**

The groups or individuals that may be asked to release the above information (depending on program requirements) include but are not limited to:

- |                                                               |                                       |
|---------------------------------------------------------------|---------------------------------------|
| <b>Previous Landlords (including Public Housing Agencies)</b> | <b>Past &amp; Present Employers</b>   |
| <b>Courts &amp; Post Offices</b>                              | <b>State Unemployment Agencies</b>    |
| <b>Schools and Colleges</b>                                   | <b>Social Security Administration</b> |
| <b>Law Enforcement Agencies</b>                               | <b>Welfare Agencies</b>               |
| <b>Support and Alimony Providers</b>                          | <b>Veterans Administration</b>        |
| <b>Banks and other Financial Institutions</b>                 | <b>Credit Bureaus</b>                 |
| <b>Medical and Child Care Providers</b>                       | <b>Retirement Systems</b>             |
| <b>Utility Companies</b>                                      | <b>Credit Providers</b>               |

I agree that a photocopy of this authorization may be used for the purpose stated above. The original of this authorization is on file in the management office and will stay in effect for a year and one month from the date signed. I understand that I have to review my file and correct any information that I can prove is incorrect.

_____	_____	_____
<b>Head of Household Signature</b>	<b>Printed Name</b>	<b>Date</b>
_____	_____	_____
<b>Co-Tenant Signature</b>	<b>Printed Name</b>	<b>Date</b>

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