

**\*\*PLEASE DO NOT BEGIN APPLICATION UNTIL YOU HAVE READ AND UNDERSTAND OUR GUIDELINES\*\***

MOXIE'S APPLICATION DEPARTMENT LEGIT RUNS THROUGH THESE STEPS ON EACH AND EVERY APPLICATION. IF THE APPLICATION DEPARTMENT HAS A HEADACHE, THEY WILL FOLLOW THESE STEPS AND MORE DURING PROCESSING. IF THE APPLICATION DEPARTMENT IS HANGRY, THEY WILL FOLLOW THESE STEPS AND MORE DURING PROCESSING. IF YOUR MIDDLE NAME IS THE SAME AS THE FIRST NAME OF THE APPLICATION DEPARTMENT'S MOST FAVORITE AUNT, THEY WILL FOLLOW THESE STEPS AND MORE DURING PROCESSING. Moxie isn't lying. Moxie isn't puffing up to alarm you. We're just being honest, real and to the point. We are going to process your application as though we agreed to place a stranger in another stranger's house. Kind of weird when you get right down to it.

**\*\*PLEASE DO NOT BEGIN APPLICATION UNTIL YOU HAVE READ AND UNDERSTAND OUR GUIDELINES\*\*** You will need to be registered through Rently in order to apply. You're applying for a Moxie property but the apps flow through Rently.

Qualification is based on credit history, rental history or ownership, and income. If you have any questions regarding qualification please contact us before submitting an application, [apps@rentmoxie.com](mailto:apps@rentmoxie.com). Once your application is submitted we will be communicating with you via text or email during the application process. Once submitted, the application fee is non-refundable. We only process one (paid) application or set of applications at a time, in the order in which they are received. Failure to provide requested info during the application process within the time requested will result in cancellation of application. Providing false information will result in immediate denial.

If you have not viewed the property in person you are still welcome to submit an application but are encouraged to view the property at your earliest convenience. Not having viewed the property does not negate any application guidelines.

**Applicants:**

Each person 18 years of age and older must complete an application and only those applicants may reside in the property. Applications must be made online. All co-applicants (every person, 18 years of age or older who will be living in the property together comprise "co-applicants") must submit their applications timely. Processing will not be delayed for missing applications.

**Processing fees:**

There is a \$55.00 NON-REFUNDABLE processing fee for each applicant. Fee must be paid online at time of application in order to submit the application. Listen, once you being this online application you can't just decide to take a break, grab a snack and watch your less than intelligent neighbor mow their lawn at 4pm on a July afternoon.

You have to take this seriously and commit to the process. You can't save the application and return so just make it happen the first time.

**Credit Criteria:**

We will obtain a credit report for each applicant. Chapter 7 Bankruptcy must be discharged for 1 year, Chapter 13 Bankruptcy must have 9 months of repayment history. Excessive charge-offs or collection accounts may be cause for rejection. The following will result in automatic rejection: Debt to prior landlord, eviction filings, federal tax lien, default on student loan or child support.

**Rental History:**

We will check the last 3 years of rental history. Please provide current email addresses (preferred) or phone numbers for all landlords. Owing a balance to a landlord or having been evicted is cause for automatic rejection. All terms of current leases must be satisfied for approval. If you currently have a mortgage, you will need to prove you are (or soon will be) no longer financially responsible.

Let's focus on the word "prove" in the last sentence:

prove

/prōv/

verb

1. demonstrate the truth or existence of (something) by evidence or argument. "the concept is difficult to prove"  
synonyms: show (to be true), demonstrate (the truth of), show beyond doubt, manifest, produce proof/evidence; witness to, give substance to, determine, substantiate, corroborate, verify, ratify, validate, authenticate, document, bear out, confirm; formal evince "that proves I'm right"

Are we being harsh without evening seeing your application? Of course not! But remember, we haven't met before and that whole thing about strange people and what we do here at Moxie? Right! Have your supporting documentation handy and ready to attach.

**Income Criteria:**

Please provide the last 3 years of employment history. Applicant's gross monthly income must be 3 times the monthly rent. Income will be verified. Please submit the 2 most recent pay stubs from all income sources. Self-employed applicants MUST submit their tax return for the most recent filing year or proof the most recent year's return has been filed (documentation from CPA, tax return service, etc.) AND bank statements for the previous 3 months. Applicants whose income is cash derived must provide proof of funds in a credible banking, financial or similar institution. Additionally, cash income applicants must provide a signed letter from their employer which states:

applicants income and pay frequency and the name and contact information for the employer.

At this time, we do not consider cryptocurrency accounts in monthly household income figures.

**Criminal Background Check:**

A criminal background check will be run on each applicant. Felony conviction(s) for distribution or manufacturing of Controlled Substances will result in an automatic denial regardless of the age of the conviction. Individuals who are lifetime registered sex offenders will result in an automatic denial regardless of the age of the conviction(s).

Otherwise, individuals with felony convictions (not those specifically stated above) occurring in the past 7 years for crimes involving murder, burglary, sexual assault, indecency with a child, prostitution, human trafficking, elder or child abuse, sex offenses, property damage and similar offenses may find it difficult to qualify for a property managed by Moxie PM.

**Pet Policy:**

All pets are subject to management approval, please ask before applying. We require all pets to be screened through PetScreening.com. The link to PetScreening.com can be found on our company website (rentmoxie.com > available properties > pet screening @ top of page). PetScreening.com — is a simple and secure place to store all the important information about your pet or assistance animal. The pet application fee is \$20 for the first pet, \$15 for each additional pet, and \$0 for assistance animal accommodation requests.

If a pet is approved, there will be a minimum \$250 non-refundable fee per pet. The fee may be increased, as required by property owner. A pet agreement must be in effect before any pet is allowed on the property. Failure to submit pet screenings will delay your app processing and could result in you being skipped over in line. Moxie loves our own pets (Sadie, Nathan, and Jerry) so let us see what a responsible pet owner you are and submit your pet screenings next!

**Filter Program:**

All Moxie residents living in properties with central HVAC are auto enrolled in our filter program. A monthly filter fee of \$10.00 is assessed and high quality, 90 day filters are delivered to the property on a quarterly basis. Residents are responsible for installing the filter upon deliver. Remember, pay MONTHLY and receive QUARTERLY.

**Identification:**

Valid, current, government issued photo identification must be provided at the time of application and should be attached when submitting application. Scanned images or

photos must be clear and contain all four corner of the ID. Photocopied version will be not sufficient.

**Cosigners:**

Cosigners are only accepted for applicants who are current full time students. Co-signers must apply separately and are subject to the same credit & criminal background check as other applicants. A co-signer's monthly income must be 5 times the rent amount.

**Approval:**

SECURITY DEPOSIT MUST BE PAID WITHIN 24 HOURS OF APPLICATION APPROVAL. All security deposits must be paid electronically, we will provide you with the link via text or email upon approval. Security deposits are non refundable, once paid, regardless of whether lease is signed. Properties will only be held for 2 weeks from approval date. The lease must be executed within 24 hours of electronic receipt. The full first month's rent, \$99 admin fee, filter fee, pet fees and any other applicable fees are due before move-in and are to be paid electronically in the same manner as the security deposit.

Thank you for sticking around this long. We've got a good feeling about you!