



56 Montgomery St. • Waynesville NC 28786 • Office: 828.456.6111 • Fax: 828.456.6123
info@selecthomeswnc.com

Application Procedure and Approval Guidelines

It is very important that every applicant read and understand the guidelines for expedited service. Please note that incomplete or false application information may result in denial of application. Please be prepared to provide proof or verification of employment & income. At times, having a "guarantor" available may assist in approval. You may inquire at the office about additional information regarding the guarantor procedure.

GENERAL INFORMATION: Each prospective tenant **over the age of 18 MUST** submit a **completed, signed application** and a **\$30.00 per-person, non-refundable application fee** along with a **photo copy Government issued ID and proof of income/employment (either 2 pay stubs or 2 month's bank statements if paid electronically)**. You may speak with a SH representative to discuss alternate means of providing proof of employment or income. (*If paying by credit card*, application fee is \$32.50 per person). An application will NOT be processed unless the application fee has been paid in full, the application thoroughly filled out, *signed & dated* and all required documentation submitted. Application(s) will also *not* be processed unless **all parties** (multiple tenants <over 18> for a specific rental) have submitted *complete* information including fee. ***It is important that each applicant sign & date their application authorizing Select Homes to process the application (this includes credit and criminal background check) and that Select Homes has a VALID contact phone number.**

APPLICATION PROCESS: Applications are processed and considered on a FIRST COME, FIRST SERVE BASIS. Once the completed application(s) have been submitted with ID, proper proof of employment and income & non-refundable application fee(s) of \$30.00 per person, Select Homes will process the application(s) within 1 business day. **Each application is processed confidentially and includes a credit and criminal background check. The process also includes, but is not limited to verification of employment/income and rental history.** Any information submitted with your application such as written references, etc. will expedite the process. Furthermore, anything that you would like to "share" with us when submitting your application may be done in confidence and will eliminate unnecessary calls to get information should there be anything of question on your report. *Reports obtained by Select Homes are bound to Federal Regulation of Privacy Protection and may NOT be released to anyone, including Applicant.* If an applicant fails to provide Employer Contact Information or previous Landlord Contact Information, this will *delay* the procedure of processing your application and if another application for the same property has been properly submitted, we will proceed with the next application rather than waiting on incomplete information to be provided. Select Homes uses a third party company to gather credit and criminal background information for each applicant. Disclaimer: *Select Homes accepts "back-up" applications that are completely filled out by all parties over the age of 18 and application fee paid. If a prospective tenant has previously viewed a home or a showing is canceled due to receipt of an application, it is not Select Homes' responsibility to contact any prospective tenant who may be interested in the home should the received application be denied or if the security deposit is not received in the proper time to secure the home. If you are interested in one of our rental homes and we have received an application you can either submit a back-up application or continue to check our website to see if the home is available. If a submitted application is denied or deposit not received, Select Homes accepts subsequent applications on a first-come, first-serve basis and does not give any prospective tenant priority over others. Select Homes will only process an application for a specific home. Select Homes does not "pre-qualify" applicants nor use previously submitted applications as a prioritization for an available property. If an applicant is approved for one of our properties but changes their mind, this does not give that applicant priority for any future rental that may come available.*

Please Note – Select Homes takes FAIR HOUSING SERIOUSLY:
Each Application is processed without regard to race, color, religion, sex, handicap, familial status, national origin or sexual orientation of Applicant

APPLICATION DENIAL: IF an application is DENIED, a Select Homes Agent will notify the applicant immediately and a letter to that effect will be sent to the address provided on the application.

APPLICATION APPROVAL: IF an application is APPROVED, a Select Homes Agent will notify the applicant immediately by phone. (Note: if there is more than one applicant in the party for a specific property, Select Homes will notify ONE applicant as the "contact" for other applicants.). Select Homes charges a \$50.00 New Tenant Processing Fee to be paid by 4pm the next business day. This is per lease, not per person and covers up to 4 people. Processing fee is \$75.00 for more than 4 people.

SECURITY DEPOSIT: IF an application is APPROVED and a Select Homes Agent notifies the Applicant by phone (*voice mail counts*), the Applicant has until **4:00pm THE NEXT BUSINESS DAY** to secure the rental by bringing/paying the **SECURITY DEPOSIT**. Security Deposit **must be paid in certified funds** and is equal to **1 ½ MONTH'S RENT (if tenant does not have a pet) or 2 MONTH'S RENT (if the tenant has a pet which has been approved)**. If the applicant currently lives outside of Haywood County and is unable to bring the Security Deposit in person, such applicant must *email a copy of the Security Deposit* as well as a *Tracking Number* from UPS, FedEx or USPS by 4:00pm the Next Business Day after approval. When the Security Deposit is received by a Select Homes Agent, a Property Deposit Receipt Form will be signed by Agent/Employee of Select Homes and Tenant and the Security Deposit will be deposited in Select Homes' Security Deposit Escrow Account at SunTrust Bank. **If the Security Deposit is not brought to the Select Homes office by 4:00pm (or proper information emailed as outlined in this paragraph) the next business day after approval, Select Homes will consider the house "NOT RENTED" and available.**

LEASE SIGNING & MOVE-IN: When Applicant that has been approved and brings the Security Deposit to Select Homes, we must be told at that time the DATE OF OCCUPANCY. *Please Note:* Date of Occupancy must be NO LATER than 30 Days from receipt of Security Deposit with the only exception being if the home is not ready more than 30 days from approval. Tenant will also need to have all pertinent utilities turned on in their name no later than date of occupancy. All lease documents will be emailed to the tenant(s) and signed electronically.