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[www.Beggs-PM.com](http://www.Beggs-PM.com)

#### **GENERAL PROPERTY INFORMATION:**

- 1 year lease required on all properties
- Rents are due on the 1st of the month.

#### **BASIC REQUIREMENTS TO QUALIFY FOR OUR PROPERTIES ARE:**

- **Combined gross household income, for all applicants, must be at least 3 times the monthly rent**
  - Current verifiable employment
  - Verifiable, continuous, employment for the previous 24 months.
- **Criminal history**
  - See [www.Beggs-PM.com](http://www.Beggs-PM.com) for a full description of unacceptable criminal history
  - Cannot be listed on any sexual offender list
- **Clean rental history**
  - no eviction type lawsuit filed against you
  - no history of non payment of rent or leaving a previous rental damaged.
- **Acceptable credit history**

#### **ANIMAL POLICY (ABBREVIATED)**

- In this document, the term "Animal" includes pets and service animals whether mammal, reptile, bird, fish, rodent, or insect . The term "Pet" does not include authorized service or assistance animals.
- Pets are allowed in most duplex and single family units and Morse Plaza Apartments. All other apartment units do not allow Pets. Authorized service animals are allowed in all properties and are not subject to the non-refundable pet fees nor monthly pet rent.
- All Animals are subject to approval of Beggs Property Management. Fish, hamsters, gerbils, guinea pigs, and small birds that are confined to one small cage or tank 20 gallon or less in volume are subject to Beggs Property Management approval but are not subject to the pet deposit or additional rent charges.
- All Animals are screened by a third party. The cost for Pet Owners is \$20 for their first Pet Profile and \$15 for each additional Pet Profile. There is no charge (\$0) for a Service Animal Accommodation Request, and no charge (\$0) for a No Pet Application. (even if you have no pets, you are required to use our pet screening service to document that you have been made aware of, and understand, our pet policies.) Once setup, Pet Profiles can be made available hotels, property management companies, pet groomers, etc.
- Additional requirements if you have pets living in the unit:
  - A \$300 - \$400 non-refundable pet fee is required at signing of the lease. (This fee is in addition to, and separate from, the security deposit. The fee charged is dependent on the pet screening results)

- Monthly rent is an additional \$10-\$20/month/Pet. The amount of the monthly pet charge is based on the pet screening results.
- All Animals must be listed on the Residential Lease and an "Animal Responsibility Agreement" must be signed and will be made part of the lease. No additional Animals are allowed unless approved in writing by Beggs Property Management.
- Maximum of 2 Pets per unit.
- Maximum combined weight of ALL Pets, at full maturity, must not exceed 65 lbs unless specifically approved in writing by Beggs Property Management. (it is rare that an exception is granted)
- Violation of the pet policy is a violation of the lease terms and will subject tenants to immediate lease termination and/or legal action.

**APPLICATION PROCESS:**

**FILL OUT ONLINE APPLICATION**

[www.Beggs-PM.com](http://www.Beggs-PM.com) > Tenants > Application Process > Apply Online

Cost is \$40.00 per person- non refundable.

Everyone over the age of 18, living in the unit, must fill out an application

Pet Screening \$20.00 for first pet, \$15.00 or each additional pet- non refundable

Service Animal Accomodation Request, no charge

**PAY UNIT RESERVATION DEPOSIT**

**ELECTRONICALLY SIGN UNIT RESERVATION DEPOSIT AGREEMENT**

(Access to an online portal- Lease Web Access Portal - will be given that allows applicants to electronically sign documents and pay fees.)

1. Electronically sign the Unit Reservation Deposit Agreement
2. Pay Unit Reservation Deposit.

Unit is not reserved for Applicant ,nor will the screening process start ,until the above is completed by all applicants.

**IF APPROVED**

Sign in to Lease Web Access Portal and electronically sign the lease within 2 business days of receiving approval

Upon signing of the Lease, the Unit Reservation Deposit will be applied toward the payment of Applicant's Security Deposit

**Unit Reservation Deposit is forfeited if applicant is unconditionally approved and applicant does not sign Beggs Property Management's standard lease within the time specified.**

Set a date for move in and pre move in walk through inspection.

Pay first month's rent and pickup keys on the date specified for "move in". First month's rent must be paid before receiving keys.

**IF DECLINED**

Unit Reservation Deposit will be refunded after Applicant's funds have cleared Beggs Property Management's financial institution.