

NOTES ON APPLICATION PROCESS WITH 4ELEMENTS PROPERTY MANAGEMENT, LLC:

NOTE: PLEASE READ THE APPROPRIATE RENTAL CRITERIA FOR THE STATE/CITY FOR WHICH YOU ARE APPLYING PRIOR TO SUBMITTING AN APPLICATION. The criteria is available at the top of the "AVAILABLE" page on our website. BY CONTINUING WITH THE APPLICATION PROCESS, YOU ACKNOWLEDGE YOU'VE READ AND UNDERSTAND THE CRITERIA AND DISCLOSURES USED FOR DETERMINING THE APPLICATION'S APPROVAL OR DENIAL.

Please be prepared to pay the non-refundable \$60 application fee online. Application fees are not refundable. All prospective tenants 18 and over must apply; and all applications for the household must be received within 24 hours of each other. In addition to the rental application, you will also be required to provide a copy of a valid government ID and proof of income/employment. Copies of these may be electronically attached to the application at the end. Processing times may vary depending on the responsiveness of references.

To complete this rental application, you must provide 3 years of residential history as well as contact information for your rental references. You will also be asked to provide information on your monthly income. Please note that most properties require that applicant combined gross income is at least 3 times the monthly rent amount (except in city of Portland). Also note, there are automatic disqualifications for certain misdemeanors in the past five years or felonies in the last seven.

If upon review of your application, additional documentation is requested, applicant(s) will have 24 hours to provide such documentation.

IMPORTANT: *Portland requires a 72-hour waiting period before processing applications for newly marketed units; therefore, any applications received prior to 72 hours from the marketing date will incur an automatic 8-hour delay from the beginning of the open application period. The City of Portland requires a notice to applicants of the Portland Housing Bureau's Statement of Applicant Rights. Additionally, Portland requires a notice to applicants relating to a Tenant's right to request a Modification or Accommodation. **see disclosures accompanying the Portland rental criteria in the "Portland" box of our "Available" page.

Prior to our ability to begin the screening process, a \$60 non-refundable application fee per applicant is required (see sec 2 below). You must pay this online along with the submission of the following application. If there is more than one applicant for this household (meaning any individual over age 18 residing at the apartment), after the initial page, please select "save and add another applicant." With the exception of a married/civilly joined couple, please include the application fees for all applicants or the screening process will be interrupted and/or delayed.

AGAIN.... be aware YOU MAY NOT BE THE ONLY APPLICANT FOR THE UNIT FOR WHICH YOU'RE APPLYING. Applications are processed in the order they are received. If there are multiple applicants for one unit, applicants applying first will be processed, screened, and if approved, given one business day to pay their deposit. Should they not be able to pay their deposit to hold right away, the next application will be processed in the same manner, and so on until a deposit to hold from an approved applicant has secured the unit.

To continue with this online application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms. In addition to the

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application, you are about to complete, supporting documentation is required before approval is final: a) two forms of ID, b) employment verification, c) other documentation necessary to support your amount of income

1. Criteria: 4 Elements Property Management utilizes a screening company to determine your eligibility. Your qualification is dependent on that criterion. The Criteria is available on several pages of our website, or you may request a copy from an agent in one of our site offices.

2. Application Fee (nonrefundable). In conjunction with completing this application and prior to our initiating the screening process, you are required to pay online or deliver to our representative an application fee in the amount indicated. This payment partially defrays the cost of administrative paperwork and the screening fees we are charged. It is nonrefundable.

3. Notification: We will do our best to notify you whether you've been approved within 2-3 business days after the date we receive a completed Application. Notification may be in person, by email, or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 2-3 business day time period may change depending on by mitigating factors, such as delays in rental and/or employment references.

4. Upon notice of approval, you will need to pay the security deposit and sign the "Agreement to Execute" within 1 business day. Any pro-rated rent is due in full prior to move-in and receiving your keys.

5. You must plan with the property manager or site staff to sign your lease/rental agreement and all required addenda within 2 days of approval or upon the unit's rent ready date (whichever is later). All lessees must sign the move-in paperwork prior to anyone receiving keys.

6. In accordance with the "Agreement to Execute," if the time frame for lease execution is not met by the prospective resident, the security deposit is forfeited. If the owner/agent does not deliver the unit in accordance with said agreement, the prospective resident will receive a refund of their security deposit (see "Agreement to Execute" for further detail).

7. Extension of Deadlines. If the deadline for signing, approving, or re-funding falls on a Saturday, Sunday, or an observed state or federal holiday, the deadline will be extended to the end of the next business day.

8. Notice to or from Co-applicants. Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

9. Keys or Access Devices. We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease or Rental Agreement, and other rental addenda; and (2) all applicable rents and security deposits have been paid in full.

10. Our receipt of this application is consent only to this Application Agreement. It does not bind us to accept applicant or to sign the proposed Lease or Rental Agreement

11. Should your application be rejected, you will receive an Adverse Action Notice, noting the reason and explaining your options.