



Schneider Property Management, LLC
522 Washington Ave, Portland, ME 04103
Office: 207-221-7533 | Fax: 207-772-4244
www.MyMaineRental.com

STATEMENT OF POLICY/TENANT SELECTION CRITERIA

No applicant shall be denied the opportunity to apply for housing and no eligible applicant shall be denied the opportunity to lease/rent any dwelling suitable to their needs based on: color, sex, race, religion, disability, ancestry, national origin, familial status, receipt of housing assistance, or sexual orientation.

The following criteria will be used in selecting applicants for occupancy.

1. Applicant's current and past performance in meeting financial obligations, especially rental payment history.
2. A record of disturbance of neighbors, destruction of property, living or housekeeping habits at prior or current residence, which may adversely affect the health, safety of other tenants and/or the building.
3. A history of criminal activity involving crimes of physical violence to persons or property and other criminal acts which may adversely affect the health, safety or welfare of other tenants or the building.
4. A history of drug activity, including the manufacture, sale or use of illegal drugs.
5. Present employment reference verifying income, attendance, dependability, attitude and continued employment.
6. Verification of other income to confirm affordability of apartment applicant/co-applicant is applying for.
7. Applicant must have the necessary household income to afford the housing that is being applied for. The maximum ratio of monthly household income to apartment expense, including all utilities is usually 36%.
8. When necessary, because of marginal landlord references regarding housekeeping skills or the lack of knowledge from a current or former landlord, a physical inspection may be conducted of the applicant's current residence.
9. All applicants must be of legal age, unless verification of emancipation is received at the time of application.
10. The disclosure of all requested information submitted in a complete, accurate and truthful manner. False information could result in denial of housing from Schneider Property Management, LLC.

Any applicants must submit at the time of application, the following documents:

1. Valid driver's License (or State I.D.)
2. Social Security Card (or Birth Certificate, or Passport)
3. Vehicle Registration
4. Income Verification – A minimum of the last two paycheck stubs. TANF/Child Support: Current check stubs or printout of payment history from D.H.H.S., Social Security/SSI: Verification from Social Security Administration. Pensions: Current check stub, Self-Employed: Two years tax returns.
5. There is a \$35.00 credit check fee for each person 18+ years. Make checks payable to: Schneider Property Management.



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RENTAL APPLICATION

MOVE-IN DATE DESIRED (mm/dd/yyyy):

PROPERTY ADDRESS YOU'RE APPLYING FOR:

PERSONAL INFORMATION (ONE APPLICANT PER APPLICATION):

Must be 18 yrs. old or older to submit an application & must pay the \$35 application fee.

APPLICANT NAME:

BIRTHDATE (mm/dd/yyyy): SOCIAL SECURITY (###-##-####):

CURRENT ADDRESS: RENT OWN

PHONE # (DAY): PHONE # (EVENING):

EMAIL ADDRESS:

ADDITIONAL RESIDENTS:

If others will be residing at the property, please make sure to include their names below.
(All residents 18 yrs. old or older must submit an application and pay the \$35 application fee.)

NAME: NAME:

NAME: NAME:

CURRENT/PAST RENTAL INFORMATION (IF APPLICABLE):

If you currently own your residence or don't have current/past rental history please write "N/A" for the following.

CURRENT LANDLORD: PHONE #:

CURRENT RENT AMOUNT: \$ UTILITIES AND COST: \$

FORMER LANDLORD: PHONE #:

FORMER ADDRESS:

FORMER RENT AMOUNT: \$ UTILITIES AND COST: \$

CREDIT REFERENCES:

Example: utilities you pay for, cell phone, etc. If you don't have any credit please write "N/A" for the following.

NAME AND PHONE # ACCOUNT NUMBER (IF APPLICABLE)

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EMERGENCY CONTACTS:

NAME AND PHONE # RELATIONSHIP

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CURRENT INCOME:

Indicate from where and how often all income is received. Please be exact.

EMPLOYER NAME AND ADDRESS: _____

PHONE #: _____ LENGTH OF TIME WITH THIS EMPLOYER: _____

WAGES: \$ _____ PER (CHECK ONE): WEEK BIWEEK MONTH YEAR

TANF (PER MONTH): \$ _____ CHILD SUPPORT (PER MONTH): \$ _____

SOCIAL SUPPORT (PER MONTH): \$ _____ SSI PENSION (PER MONTH): \$ _____

OTHER TYPE OF INCOME: _____

MISCELLANEOUS:

GENERAL COMMENTS (PLEASE INCLUDE ANY PERTINENT INFORMATION ABOUT YOUR LIVING CONDITION, OR YOUR NEED FOR HOUSING): _____

WHY ARE YOU MOVING FROM YOUR CURRENT RESIDENCE? PLEASE EXPLAIN: _____

DO YOU HAVE ANY PETS? IF YES, WHAT TYPE & HOW MANY? PLEASE DESCRIBE: _____

IF YOU OWN A PET, DOES YOUR PET HAVE A HISTORY OF VIOLENCE? HAS YOUR PET EVER ATTACKED ANYONE? PLEASE EXPLAIN: _____

1. HAVE YOU OR ANY OTHER APPLICANTS LIVED IN A RESIDENCE WITHIN THE LAST 12 MONTHS THAT HAD BEEN INFESTED WITH, OR TREATED FOR BEDBUGS?
 YES NO
2. HAVE YOU OR ANY MEMBER OF YOUR HOUSEHOLD EVER BEEN CONVICTED OF A FELONY OR A MISDEMEANOR OTHER THAN A TRAFFIC VIOLATION?
 YES NO
3. HAVE YOU EVER BEEN EVICTED FROM ANY APARTMENT OR HOME?
 YES NO
4. WAS IT EVER NECESSARY FOR EVICTION PROCEEDINGS TO BE INITIATED ON YOUR HOUSEHOLD?
 YES NO
5. HAVE YOU EVER BEEN DISHONORABLY DISCHARGED FROM ANY BRANCH OF THE MILITARY?
 YES NO



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THE ABOVE INFORMATION IS, TO THE BEST OF MY KNOWLEDGE, COMPLETE AND ACCURATE. I HEREBY GIVE SCHNEIDER PROPERTY MANAGEMENT, LLC PERMISSION TO VERIFY THE ABOVE INFORMATION, INCLUDING RIGHTS AND ACCESS TO ANY DOCUMENTS RELATING TO THE ABOVE INFORMATION. IF ANY FALSE INFORMATION HAS BEEN SUBMITTED REGARDING THE ABOVE QUESTIONS, YOU WILL BE WITHDRAWN FROM OUR WAITING LISTS FOR ANY SUBSIDIZED OR MARKET RENT APARTMENT. THE UNDERSIGNED WARRANTS AND REPRESENTS THAT OUR STATEMENTS ARE TRUE AND AGREES TO EXECUTE UPON PRESENTATION A LEASE OR TENANCY AT WILL STATED, WHICH LEASE MAY BE TERMINATED BY THE LESSOR IF ANY STATEMENTS HEREIN MADE ARE NOT TRUE. DEPOSIT IS TO BE APPLIED ON RENT OR RETAINED AS LIQUIDATED DAMAGES EXCEPT IT IS TO BE REFUNDED IF SAID APPLICANT IS NOT ACCEPTED BY THE OWNER. THIS APPLICATION AND DEPOSIT ARE TAKEN SUBJECT TO PREVIOUS APPLICATIONS.

I AUTHORIZE YOU TO OBTAIN ANY INFORMATION RELATIVE TO THIS APPLICATION WHICH YOU MAY OBTAIN FROM ANY BANK, FINANCE COMPANY, LOAN COMPANY, CREDIT BUREAU, EMPLOYER, PREVIOUS LANDLORD OR ANY OTHER SOURCE OF INFORMATION TO WHICH YOU MAY APPLY. EACH SOURCE IS HEREBY AUTHORIZED TO PROVIDE YOU WITH SUCH INFORMATION. APPLICATION MUST BE COMPLETED IN ITS ENTIRETY TO BE PROCESSED BY SCHNEIDER PROPERTY MANAGEMENT, LLC.

APPLICANT SIGNATURE: _____ DATE: _____

PLEASE RETURN THIS APPLICATION WITH YOUR \$35 APPLICATION FEE TO:

Schneider Property Management, LLC
522 Washington Avenue,
Portland, ME 04103

ADDITIONAL RENTAL POLICIES / FREQUENTLY ASKED QUESTIONS

Q: What is the Pet Policy?

A: Many of our rentals allow pets as long as the pet isn't on our restricted/prohibited breed list, the pet meets any/all other requirements and if the tenant agrees to the terms of our pet addendum. For dogs, the fee is \$25/month per dog (2 dogs maximum, unless otherwise stated). For cats (and other small animals), the fee is \$15/month per cat/small animal (2 cats/small animals maximum, unless otherwise stated).

No pets are permitted in or around the premises without approval from the Landlord. If you want to add a pet to your lease you must get permission from the office first & may be required to pay an additional fee or security deposit. It is your responsibility to keep your pet's cage and/or litter box clean and odor free.

Q: Is renter's insurance required?

A: Yes, all tenants must provide SPM with proof of renter's insurance 48 hours prior to move-in confirming a minimum of one hundred thousand dollars (\$100,000.00) in liability coverage. The landlord shall also be named as an additional interest of the policy.