HomeLab Property Management
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HOMELAB PROPERTY MANAGEMENT · RESIDENT RESOURCES

Before You Apply

What to know before you pay a fee: who must apply, how we choose between applicants, what approval costs, and what happens after.

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HomeLab does not pre-screen applications, so this page is your pre-screen. Read it with our Credit and Screening Policy and Pet Policy, then apply with confidence. Nothing here is a promise that every current resident met these standards; it is the standard every new applicant is measured against.

01 WHO MUST APPLY

Every person 18 years of age or older who will live in the home must submit their own application and pay their own application fee, whether or not they will sign the lease or pay rent. Adults who will live in the home without signing the lease are screened for identity and criminal history, and the primary leaseholder is responsible for their compliance with the lease.

Occupancy follows the federal standard of two persons (age 12 months and older) per bedroom.

02 THE APPLICATION FEE

The application fee is $85.00 per adult and is non-refundable. We do not begin processing until it is paid, and it is not returned for any reason, including denial, withdrawal, or the home leasing to another applicant before yours is complete.

03 HOW WE CHOOSE BETWEEN APPLICANTS

Homes stay on the market, and multiple applications may be screened at the same time, until a lease is executed and funds are received. Screening starts only when an application is complete: every document uploaded and every adult's PetScreening profile submitted.

> **SELECTION RULE** If the first complete application meets every qualification and is approved at the top tier of our Credit and Screening Policy, that applicant is selected regardless of later applications.

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> Otherwise, the best-qualified applicant among those screened is chosen.

Applications are reviewed during business hours, Monday through Friday. Allow 48 to 72 hours for initial review; verification response times from employers and prior landlords are the most common cause of delay. Offering less than the advertised rent will delay or disqualify an application.

04 PRE-SCREEN YOURSELF

Before you pay the fee, make sure none of the following apply. Each is addressed in detail in the Credit and Screening Policy and can delay or disqualify an application:

- Combined credit score below 500
- Eviction history, unpaid debt to a prior landlord, or an open bankruptcy
- Unverifiable rental history or unverifiable income
- Income that cannot be documented with the sources listed in the Application Requirements
- Restricted-breed, unusual, large, or multiple animals without the required screening and insurance
- Multiple families or more adult occupants than the occupancy standard allows

A Social Security Number is required of every applicant. An applicant without one may still be considered when a co-applicant provides a valid number and qualifies independently.

The owner of the home may review your application, screening results, rental history, criminal history, and employment verification.

05 WHAT APPROVAL COSTS

Deposits and first funds

At approval, the advertised security deposit, any cleaning deposit, the one-time non-refundable pet fee for each approved pet, and any lease protection fee are due within 48 hours in certified or electronic funds. Deposit amounts are subject to change until a lease is executed. Leases starting within five days of month-end require the next full month's rent in addition to the prorated amount.

Required monthly items on top of advertised rent

- Resident Benefits Package: $50 per month, required on every lease. Details at HomeLabPM.com/residents.

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- Pet fees: a one-time non-refundable fee ($250 to $500) and a monthly fee ($25 to $50), per approved pet, set by the pet's PetScreening FIDO Score; no refundable pet deposit; assistance animals $0.
- Renters insurance: $100,000 in liability coverage for damage to the owner's property (fire, smoke, explosion, water damage, sewer or drain backup, and resident appliance failure with a water damage endorsement), with proof provided before move-in and at each renewal. If coverage lapses, HomeLab may purchase it and bill you.

Optional programs

- Security deposit alternative: with approved screening, a third-party program lets you pay a non-refundable fee of roughly 11 to 15 percent of monthly rent per 12-month term in place of a cash deposit. You remain responsible for damages and charges at lease end.
- Six-month initial lease: available at advertised rent plus 15 percent (for example, $1,500 advertised becomes $1,725 per month).

06 AFTER APPROVAL

- Approved applicants receive instructions by email. The home is held for 48 hours from approval; written acceptance of all lease terms and acknowledgments is required within that window or the application is withdrawn and the next applicant is selected, with no refund of fees.
- Vacant homes: the lease must begin within 10 days of acceptance. Homes marked Coming Soon must begin within 5 days of the projected availability date.
- Occupied homes: the advertised availability date can shift for reasons beyond our control; we ask approved applicants for flexibility and we work hard to advertise solid dates.
- Keys and access devices are released only after every party has signed the lease and all rent and deposits have been paid in full.

07 VERIFY BEFORE YOU COMMIT

Every effort is made to advertise accurately, but listings change. Verify schools and school boundaries directly with the district (enrollment caps and boundary changes are common in this region), confirm homeowners association rules, allowable animals, and expected features before signing. Listing content is not a written agreement or guarantee.

Accessibility: requests to modify a home are submitted in writing, require owner approval and appropriate permits, are at the requesting resident's expense with restoration at lease end where the

modification would affect future use, and may require a restoration deposit, all within fair housing guidelines.

08 HOUSE RULES WORTH KNOWING NOW

- No smoking inside the home or garage.
- Above-ground pools of any kind are prohibited. Playsets and trampolines require prior written approval, a signed Outdoor Additions addendum, and a $500 additional deposit per item; no borders, mulch, gravel, rubber, or barriers of any kind.
- No businesses operated from the property without written approval.

09 FAIR HOUSING

HomeLab Property Management follows all federal, state, and local fair housing laws, which prohibit discrimination based on race, color, religion, sex, national origin, familial status, disability, and any other protected class under applicable law. Every application is processed consistently against the same written standards.

> **NEXT STEP** Ready? Review the Application Requirements for the exact documents to gather, then apply at HomeLabPM.com. Questions first: Team@HomeLabPM.com or 210-361-9511.