

FIVE STAR REALTY

170 E Corral Avenue Suite 1

Soldotna, Alaska 99669

Email: fivestar@acsalaska.net

Website: www.buyfivestarak.com

Phone: 907-262-2880 Fax: 907-260-2624

Date: _____

Applicant #1:

Name: _____ **Phone(s):** _____

Current Mailing Address: _____

Drivers License: _____ **Birthdate:** _____

Social Security #: _____ **Email:** _____

Applicant #2:

Name: _____ **Phone:** _____

Current Mailing Address: _____

Drivers License: _____ **Birthdate:** _____

Social Security #: _____ **Email:** _____

RENTAL REFERENCES: (Please note: Family members & relatives do not qualify as rental references)

Applicant #1:

Current Address: _____ **Owner/Manager:** _____

Phone: _____ **Rented from:** _____ **to** _____ **Monthly Rent:** _____

Previous Address: _____ **Owner/Manager:** _____

Phone: _____ **Rented from:** _____ **to** _____ **Monthly Rent:** _____

Applicant #2:

Current Address: _____ **Owner/Manager:** _____

Phone: _____ **Rented from:** _____ **to** _____ **Monthly Rent:** _____

Previous Address: _____ **Owner/Manager:** _____

Phone: _____ **Rented from:** _____ **to** _____ **Monthly Rent:** _____

Total number of people to occupy unit: _____ **Adults:** _____ **Children:** _____

(It is our policy to allow no more than 2 persons per bedroom, see page 3 of our policies)

Number of pets: _____ **Dogs:** _____ **Cats:** _____ **Breed of Dogs:** _____

If this application is approved, do you have funds available for the full amount of RENT & DEPOSIT? Yes ___ No ___

PLEASE BE SURE & SIGN PAGE 2 & 5 OF THIS APPLICATION

EMPLOYMENT INFORMATION:

Applicant #1:

Current Employer: _____ **Supervisor:** _____

Phone: _____ **Length of Employment:** _____

Previous Employer: _____ **Supervisor:** _____

Phone: _____ **Length of Employment:** _____

Applicant #2:

Current Employer: _____ **Supervisor:** _____

Phone: _____ **Length of Employment:** _____

Previous Employer: _____ **Supervisor:** _____

Phone: _____ **Length of Employment:** _____

PERSONAL REFERENCES

Applicant #1:

Name: _____ **Phone(s):** _____

Name: _____ **Phone(s):** _____

Applicant #2:

Name: _____ **Phone(s):** _____

Name: _____ **Phone(s):** _____

In the Event of an Emergency Notify:

Applicant #1:

Name: _____ **Phone(s):** _____ **Relationship:** _____

Applicant #2:

Name: _____ **Phone(s):** _____ **Relationship:** _____

(Approval of this application is based on the verification of above information)The below signature represents the above statements are true and hereby authorizes verification of rental references, employment verification, credit checks, and/or other matters of public record such as court documents.

Signature of Applicant #1 **Date** **Signature of Applicant #2** **Date**

<u>Applicant #1:</u>		FOR OFFICE USE ONLY (VERIFICATION)	
Length of Tenancy: _____	Amount of Rent: _____	Pay on Time _____	# of Late Payments: _____ Damages: _____
Describe Damages: _____		Deposit Refunded: _____	
Length of Tenancy: _____	Amount of Rent: _____	Pay on Time _____	# of Late Payments: _____ Damages: _____
Describe Damages: _____		Deposit Refunded: _____	
Employment Verified: Yes _____ No _____			
<u>Applicant #2:</u>			
Length of Tenancy: _____	Amount of Rent: _____	Pay on Time _____	# of Late Payments: _____ Damages: _____
Describe Damages: _____		Deposit Refunded: _____	
Length of Tenancy: _____	Amount of Rent: _____	Pay on Time _____	# of Late Payments: _____ Damages: _____
Describe Damages: _____		Deposit Refunded: _____	
Employment Verified: Yes _____ No _____			

FIVE STAR REALTY'S STATEMENT

1. We are an equal opportunity house provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or nation origin. We also comply with all state and local fair housing laws.
2. **Apartment Availability Policy:** Apartments become available when they are ready to rent. A vacant apartment will not be deemed available until it has been cleaned and prepared for a new resident.
3. **Occupancy Guidelines:** To prevent over-crowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair housing laws. We allow two persons per bedroom, plus one additional person per apartment. For example: A one bedroom apartment could house three people.
4. **Application Process:** We evaluate every application in the following manner. You must submit a rental application and answer all questions on the form that apply to you. Based upon your responses, we will determine if you qualify for the apartment you are applying for. We will check your credit report, criminal history, and employment and rental references to confirm that they meet our rental criteria. If you meet our criteria, we will approve your application. This process takes one or two days, but can take longer depending on how fast we are able to verify your information. We will rent available apartments in the order that the applications are approved and security deposits are paid.
5. **Rent Criteria:** To qualify for an apartment, you must meet the following criteria:
 - A. **Income:** Your monthly income must be at least three times the monthly rent. You must be able to provide at least one year of legitimate employment immediately preceding the date of your application. If you have been a full time student at any time within the past year, we will require you to have your lease guaranteed. If you are unemployed, you must provide proof of a source of income.
 - B. **Rental History:** You must have satisfactory rental references from at least two prior landlords. If you have ever been evicted or sued for any lease violation, we will reject your application.
 - C. **Credit History:** If there are no rental references available, your credit history may be used for qualification. Any unpaid debts may cause your application to be rejected.
 - D. **Guarantors:** If you do not meet one or more of the above criteria, you may be able to qualify if you can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except, that we will deduct the guarantor's own housing costs before applying his or her income to our income standard.



ALASKA REAL ESTATE COMMISSION CONSUMER PAMPHLET

About This Pamphlet:

In Alaska, a Real Estate Licensee is **required by law** to provide this pamphlet outlining the duties of a real estate licensee. After you have read the information contained in this pamphlet, please acknowledge receipt by signing **page 2** and return it to the real estate licensee who provided it to you. Your cooperation is appreciated.

There are four different types of relationships established by Alaska Real Estate Law:

- Specific Assistance – Licensee owes “Duties owed by a Licensee in all Relationships” as described in this pamphlet.
- Representation – Licensee owes “Duties Owed by a Licensee when Representing a Party” as described in this pamphlet.
- Designated Licensee – This occurs when a Licensee represents or provides specific assistance to a party to a transaction and another Licensee within the same company represents or provides specific assistance to the other party in the same transaction.
- Neutral Licensee – This occurs when a Licensee does not represent either party but provides specific assistance to both parties in the same transaction. The parties must authorize the Neutral Licensee relationship by signing the “Waiver of Right to be Represented” form.

Duties owed by a Licensee in all Relationships:

- Exercise reasonable skill and care;
- Deal honestly and fairly;
- Present all written communications in a timely manner;
- Disclose all material information regarding the physical condition of a property;
- Account for all money and property received.

Duties owed by a Licensee when Representing a Party:

- Duties owed by Licensee in all relationships listed above;
- Not knowingly do anything that is adverse or detrimental to your interests;
- Disclose all conflicts of interests to you in a timely manner;
- If a matter is outside their area of expertise, advise you to seek expert advice;
- Not disclose confidential information, even after the relationship ends, from or about you without written permission, except under a subpoena or court order;
- Make a good faith and continuous effort to accomplish your real estate goals. However, once you have entered into a specific real estate transaction agreement, their efforts refocus on its successful completion.

Your Real Estate Licensee may also work with a variety of other clients (they represent) and customers (they provide specific assistance to) in different working relationships. In those situations, representing or providing specific assistance to other sellers, buyers, lessors, and lessees does not create a conflict of interest while working with you, or within the duties mentioned above.

Occasionally, as a Seller or Lessor, a situation may arise that your Real Estate Licensee also is representing another client (Buyer or Lessee) who then becomes interested in your property – or vice versa.

Prior to showing the property, the Real Estate Licensee must obtain a written approval to be a Neutral Licensee for both parties. A Licensee may not show property as a neutral licensee without obtaining your written consent entitled “Waiver of Right to Be Represented” and it will restate the duties outlined above and additional ones owed by your Real Estate Licensee. Alaska real estate law allows, but does not require, you to Preauthorize a Licensee to be a “Neutral Licensee.” Having a different designated licensee working for a seller or lessor and for the buyer or lessee in the same real estate transaction does not create dual agency or a conflict of interest for the real estate broker or for a Licensee employed by the same real estate broker.

THIS DISCLOSURE PAMPHLET IS NOT A CONTRACT



Duties NOT owed by a Real Estate Licensee

Unless agreed in writing otherwise, the following are the duties your Real Estate Licensee does not owe to you:

- To conduct an independent investigation of a property
- To conduct an independent investigation of anyone's finances
- To independently verify the accuracy or completeness of a statement made by a party to a real estate transaction or by a person reasonably believed by the licensee to be reliable
- To show or search for properties without compensation

THIS DISCLOSURE PAMPHLET IS NOT A CONTRACT.

The Licensee anticipates compensation to be paid by _____ buyer/lessee, X seller/lessor, or _____ both to the real estate brokers in the real estate transaction.

I understand and acknowledge receiving and reading this pamphlet on the type of relationships I may have with the real estate Licensee (including the broker).

I understand and acknowledge that Linda Jo Poindexter (Licensee) of _____ (company) will be working with me under the following relationship:

- _____ Specific Assistance without Representation
- X Representing the Seller/Lessor only (may assist Buyer/Lessee)
- _____ Representing the Buyer/Lessee only (may assist Seller/Lessor)
- _____ Under preauthorized Neutral Licensee (attached "Waiver of Right to Be Represented")

Date: _____ Time: _____

Date: _____ Time: _____

Date: 11/15/11 Time: _____

Linda Jo Poindexter
Real Estate Licensee

Five Star Realty
Real Estate Company

THIS DISCLOSURE PAMPHLET IS NOT A CONTRACT

