

# APPLICANT CRITERIA AND SCREENING POLICIES



REQUIREMENTS

### IDENTIFICATION

Applicant(s) must provide at least one piece of state issued photo ID & social security card.

### INCOME

Applicant, or combined applicants, must gross at least 2 times the monthly rent. Each applicant must have 2 years of verifiable income.

### RENTAL HISTORY

Each applicant must have a verifiable current and 2 previous address(es) and must have a satisfactory rental reference from their current and previous landlords for the past 5 years.

We may obtain a Credit Report. We may conduct a search of Public Records, including but not limited to judgments, liens, evictions, criminal and status of collection accounts. We may contact your previous rental references. We may contact your employer to verify your income and your personal references as provided in your application.

If Applicant does not meet all criteria, then we may deny the application, ~~require a co-signer~~ and/or require a larger security deposit. An application may be denied for one or more of the following reasons.

### Check all that apply:

BACKGROUND

- Any general judgment of restitution (eviction) less than 5 years old.
- A pending eviction action that has not resulted in a general judgment of dismissal or judgment in favor of the applicant at the time the application is submitted.
- Conviction of a sex offense within the last 10 years.
- Conviction of a crime against a person within the last 10 years.
- Conviction of a drug related crime within the last 5 years.
- Conviction of identity theft or check forgery within the last 5 years.
- Conviction of any other crime if the conduct for which the applicant was convicted is of a nature that would adversely affect the property of the landlord or other tenants or the health, safety or right to peaceful enjoyment of the premises of the residents, the landlord or the landlord's agents within the last 5 years.
- An arrest and subsequent charge against the applicant involving any of the criminal offenses for which a conviction would be grounds for denial if the charges have not been dismissed at the time the application is submitted.
- Applicant has an undisclosed or un-permitted pet.
- Unpaid utility bills or collection accounts in excess of \$500.-
- Judgment or outstanding collection from a landlord.
- Unable to verify information as provided by the applicant.
- Poor rental history.
- Insufficient income or employment history.
- Inaccurate or false information from the applicant
- Unsatisfactory credit report, more than \_\_\_\_\_ accounts reported past due.
- Unsatisfactory credit report, Decision Point score below \_\_\_\_\_.
- Unsatisfactory credit report, Credit Score below \_\_\_\_\_.
- Incomplete application.
- Other \_\_\_\_\_

PETS

Pets are strictly prohibited or are limited to the following with additional security deposit: \*

Additional Security Deposit is \$ \_\_\_\_\_ per approved pet.

DISCLOSURES

### SCREENING CHARGE

Owner/Agent is charging an application Screening Charge of \$ 55.- per ADULT. This charge is non refundable unless the Owner/Agent does not screen the applicant.

### RIGHT TO DISPUTE

You have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or a credit reporting agency.

