

TENANT SCREENING CRITERIA

- 1. A complete application.** A separate application for each adult (18 years of age or older) must be completed. If a line isn't filled in, or the omission explained satisfactorily, we will return it to you for your completion.
- 2. Identification.** We require a photo I.D. (driver's license or other government issued photo identification card). Present this with the application.
- 3. Three years rental history verifiable from unbiased sources.** If you are related by blood or marriage to one of the previous landlords listed, or your rental history does not include at least two previous landlords, we may require a qualified co-signer on your rental agreement (qualified co-signers must meet all applicant screening criteria) and/or an additional security deposit.
- 4. Sufficient income/resources.** Applicant is required to disclose an employer or income source providing adequate funds to support the rental applicant and **show the past two years of employment history. You must provide a copy of current pay stub or copies of your last 3 month's bank statements.** In some circumstances, tax returns or proof of other sources of income will be required.
- 5. False information is grounds for denial.** Applicant will be denied rental if they misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, it will be terminated.
- 6. Criminal convictions including felonies may result in denial.** Applicant will be denied rental if in the last 5 years they have had a conviction for any crime considered a serious threat to real property or to other Residents' peaceful enjoyment of premises, including the possession, manufacture or distribution of controlled substances. **Sex offense will result in denial of application, regardless of time frame.**
- 7. Evictions History:** If in the last 5 years, Applicant has been evicted from any other property, the application will be denied. Any eviction or collection must be paid in full.
- 8. Certain court judgments may result in denial of application.** If, in the last 5 years, any judgment has been entered against Applicant for or as a result of Applicant's financial delinquency, the application will be denied. This restriction may be waived if there is no more than one such instance, the circumstances can be justified, and a qualified co-signer on the rental agreement is provided.
- 9. Poor credit record (overdue accounts) may result in denial of Application.** Credit records showing occasional payments within 30 to 59 days past due may be acceptable, provided Applicant can justify the circumstances. Records showing payments past 60 days are not acceptable, and may require additional deposit, or result in denial of the application.
- 10. Poor references from previous Landlords may result in denial of Application.** Applicant will be turned down if previous Landlords report significant complaints of noncompliance such as, but not limited to, the following: Failure to pay amounts owed; repeated disturbance of the neighbors' peace; reports of prostitution, drug dealing or drug manufacturing; damage to the property beyond normal wear; reports of violence involving threats to Landlords or neighbors; or persons not on the lease residing on the premises or failure to give proper notice when vacating the property.
- 11. We will accept the first qualified Applicant.** To ensure all requirements of the fair housing law are met, all applicants will be processed in the order received. The first applicant to meet the requirements will be offered the unit. This is a fair policy when choosing between two qualified applicants.
- 12. Any initial deposits must be in the form of cash, a Cashier's Check, or Money Order.**

ALL PROPERTIES PROHIBIT SMOKING INSIDE UNIT