



RENTAL SCREENING CRITERIA

General Requirements

- All persons over 18 years of age are required to complete an application.
- Positive identification from a picture ID is required.
- Applications must be submitted on-line.
- An Invalid Social Security number will result in denial.
- No Social Security Number will result in a 1.5x security deposit
- Current rental reference with phone number required.
- Additional rental reference with phone number required.
- References from current and immediately previous landlords, or, satisfactory explanation of why those references are unattainable is required. (Family members or roommates are not considered references.)
- If applicant's housing during the last five years included home ownership, proof of ownership must be provided and mortgage payment history may be considered.
- Each applicant must qualify individually, and the denial of one applicant will result in the denial of the entire application; however, combined income will be deemed acceptable.
- Applicants must be able to enter into a binding contract.
- Incomplete, inaccurate, or falsified information is grounds for denial of the application or subsequent termination of tenancy upon determination of such falsified information.
- Current drug users will be denied.
- Any individual who is a direct threat to the health and safety of an individual, the complex, or the property of others will be denied.
- Insufficient credit and rental requirements will result in a denial of the application.
- The total security deposit will be that of the least qualified applicant.
- Any eviction in the rental history will result in a denial.
- The demeanor of the applicant during the showing and screening will be considered.
- Applications that far exceed minimum standards in individual categories but fail to meet minimum standards in another shall be reviewed and possibly reconsidered if extenuating and explainable circumstances warrant.

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Income Requirements

- Gross monthly household income must equal 3 times the stated monthly rent.
 - If monthly income is 2 times but not 3 times the monthly rent, an additional security deposit equal to 1.5 times the stated deposit will be required.
 - If the tenant makes less than 2 times the rent,
 - The tenant can provide a qualified co-signer and 1.5 times the stated deposit will be required.
 - Or the tenant must show funds available to pay the entire lease and pay the lease up front
- A current paycheck stub from employer is required. Verifiable income or liquid assets equal to 3 times the total annual income or the lease can be paid up front.
- Rent will be required for the unemployed applicants. (Verifiable income may mean, but is not limited to: bank accounts, spousal support/child support, trust accounts, social security, unemployment, welfare, Section 8, grants.) Self-employed applicants will be required to show proof of income through copies of the previous tax return or letter from a certified public accountant.
- Self-employed Applicants will be verified through state records. A recorded business name or corporate filing will be sufficient to meet verification of employment.
- Current verifiable employment of at least one year is required. If not, a security deposit equal to 1.5 x's the stated deposit will be required.
- A current paycheck stub will be required if unable to verify income over the phone.
- Application will be denied if the legal source of income cannot be verified.

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Rental Requirements

- 1 year of verifiable rental history or mortgage history from a current third party landlord is required. (Rental references ending 12 months prior to the date of application will not be considered current.)
- Less than one year of verifiable rental history from a third party landlord will result in a denial.
- Home ownership is verified through the county tax assessor. Mortgage payments must be current, mortgages reflecting a past due balance will require an additional security deposit equal to one month's rent. Home ownership negotiated through a land sales contract is verified through the contract holder. (Contract documentation must be provided)
- Rental history demonstrating residency, but not third party rental history, will require a security deposit equal to 1.5 x's the state deposit.
- Rental history reflecting past due rent or an outstanding balance will be denied.
- If a landlord gives a negative reference or refuses to give a reference, the application will be denied.
- Three (3) or more 72-hour notices within a period of one year will result in denial.
- Three (3) or more NSF checks within a period of one year will result in denial.
- Rental history will result in a denial when the landlord would not re-rent to applicant.
- Rental history reflecting less than \$500.00 damage/rent owing will required an additional security deposit equal to 1.5 x's the stated deposit. (When debt is settled.) Rental history reflecting more than \$500.00 damage/rent owing will be denied.

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Credit Requirements

- A credit history showing no negative reports is required. A negative report is considered any non-medical items 60 days past due or greater, collections, repossessions, liens, judgments or garnishments. Negative credit will result in additional requirements with the following guidelines:
 - A credit file report containing a discharged bankruptcy in the last 7 years will result in a denial.
 - 1-3 items of 60 days past due or greater, collections, repossessions, liens, judgments, or garnishments will require an additional security deposit equal to 1.5 x's the stated deposit.
 - 3 or more items will result in the denial of the application.
- Vantage credit score of 625 or above required. A Vantage credit score below 625 will be denied.
- Aggregate of collections shall not exceed a total of the equivalent of one month's rent (medical collections will be considered and weighed separately). No collections attributed to past rental history allowed (i.e., unpaid rent, utility bills, damages, or court costs – paid, unpaid, or satisfied).
- Good credit will be required. Outstanding bad debt (i.e., slow pay, collections, bankruptcies, repossessions, liens, judgments, and wage garnishment programs being reported by the credit bureau which is more than \$300.00 but less than \$10,000.00) will require an additional security deposit equal to 1.5 x's the stated deposit. Outstanding bad debt (i.e., see above) being reported on the credit bureau which is more than \$10,000.00 will result in denial. A combination of seven (7) or more collections and/or profit and loss write offs being reported on the credit bureau will result in denial. Filed Bankruptcies must be discharged. If not discharged, application will result in denial.

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Criminal Conviction Criteria

- A conviction, guilty plea or no-contest plea, ever for: any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery, or possession with intent to sell) class A/Felony burglary or class A/Felony robbery; or a conviction, guilty plea, or no-contest plea, where the date of disposition release or parole have occurred within the last seven years for any other felony charges; or
- A conviction, guilty plea or no-contest plea, where the date of the disposition, release or parole have occurred within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, deliver, or possession) property damage or weapons charges; or a conviction guilty plea or no-contest plea, where the date of the disposition, release or parole have occurred within the last three years for: any class B or C misdemeanor in the above categories or any misdemeanors involving criminal trespass 1, theft, dishonesty, and prostitution shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held waiting resolution of pending charges.
- Any misdemeanor or felony conviction, charges, or arrest involving identity theft, fraud, theft, property damage, or similar will be denied.
- Upon receipt of the rental application and screening fee, the landlord shall conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of any felony, and the release date occurred within the previous five (5) years. A conviction or guilty plea or no-contest plea for any felony, involving theft, dishonesty, assault, intimidation, prostitution, drug-related, weapons, sex crimes and/or child sex crimes, or charges shall be grounds for denial of the rental application.
- Allowable misdemeanors (less traffic violations) or felonies will result in additional security deposit equal to 1.5 x's the stated deposit.

Applicant Name: _____

Applicant Signature: _____

Date: _____