

TENANT APPLICATION CRITERIA

The following standards will be used to judge your application for tenancy. You must meet the following standards to qualify to sign a rental agreement with us. All applicants are judged by the same set of standards on a first come/first serve basis, one person or family at a time. Any false information or inconsistencies on the application will result in an automatic denial of the application. Property owners may have additional criteria specific to certain properties.

\$40 NON-REFUNDABLE APPLICATION FEE: Each applicant, age 18 or older, must pay an application fee and consent to have a background check done on them. Cosigners must also pay an application fee and give the same consent as other applicants.

PHOTO IDENTIFICATION: All applicants, age 18 or older, must provide a current, government issued, photo identification card at the time of application.

UTILITIES: Applicants with unpaid bills from a utility service will be denied. If the property requires the tenant to pay for utility services, tenants will be required to place the applicable utility service accounts in their own name. Account numbers for these services must be provided to our office before occupancy will be permitted.

EMPLOYMENT HISTORY: Employment history should show the applicant has been employed with their current employer for at least 6 months. Applicants with less than 6 months of employment at their current job may be considered if they pay an additional security deposit or have an approved cosigner. Exceptions can be made for current students provided they can show proof of enrollment, for recent graduates provided they can show proof graduation and a local job offer letter, and for applicants moving in from out of the area provided they were employed with their previous employer for at least 6 months and can provide a local job offer letter.

CURRENT INCOME: The combined income of all persons living in the rental must be at least 3 times the monthly rent. Applicants are required to provide a copy of their most recent pay stub to verify their current income. Applicants who do not have the requisite income will be considered if they provide a cosigner or if they are willing to prepay their entire lease payment obligations in advance of moving into the property. Applicants with a local job offer letter from a future employer or current students with a housing stipend letter may also be considered.

RESIDENTIAL HOUSING HISTORY: Applicants must provide the name and contact information for their previous 2 landlords, or all landlords in the last 2 years. Applicants must provide all addresses they have lived at for the last 2 years. Applicants will not be approved if they have had any evictions, defaults in lease agreements, late rental payments, or if they owe any money to another landlord.

CREDIT HISTORY: Applicants credit report must reflect all accounts are current. Applications for tenancy will be denied if they have filed for bankruptcy in the last 2 years, or have any bankruptcies that have not been discharged at least 1 year prior to the application. Applications will also be denied for credit scores under 650. All collection accounts must be "paid in full" or "paid as agreed". Applicants with minimal past due accounts/collections may qualify if they pay an additional security deposit or have an approved cosigner.

CRIMINAL HISTORY: In adhering to the rules and regulations relating to the Fair Housing Acts, criminal history is evaluated as part of the application process. Since each applicant has differing history, only after an application is completed can a determination be made. In general, persons on any sex offender list or with convictions relating to distribution and/or manufacture of controlled substances are likely to be denied. However, we encourage all interested individuals to apply.

MAXIMUM OCCUPANCY: For safety, a maximum of 2 people per bedroom will be permitted, plus 1 additional person per unit. Total occupancy is subject to local municipality and state laws.

PETS: Pets may be approved in "pet-friendly" units if they meet the following requirements: a complete veterinary medical history is provided, the pet is registered with the local municipality, the pet has no prior reports of aggression or other issues, an additional deposit or non-refundable pet fee is paid, and an additional amount of "pet rent" is agreed upon. Aggressive breed dogs, purebred or mixed, will not be permitted. The owner reserves the right to deny the application based on the size, species, or breed of the pet.

APPROVAL: If your application is approved you will be notified. You will have 48 hours from the notification of your approval to sign a lease agreement and provide payment for the full security deposit (including any additional special deposits for pets, etc) and first month's rent. If you do not complete these items, then other applicants may be considered and given the opportunity to sign a lease.

We are committed to offering equal housing opportunities. We do not discriminate against anyone on the basis of race, color, religion, sex, national origin, disability, familial status, source of income, sexual orientation, or gender identity.