

# RESIDENT SELECTION CRITERIA

Address: \_\_\_\_\_

## Equal Housing

Our policy is not to discriminate against anyone because of race, color, religion, sex, handicap, familial status, or national origin.

We do not lease to:

- Applicants that falsify information on their rental application nor Applicants that cannot prove their legal residence status

## Occupancy

The house at \_\_\_\_\_ is \_\_\_ bedrooms, \_\_\_ bath and shall house a maximum household composition of \_\_\_ persons with no more than \_\_\_ adults (adults defined as 18 years of age or older).

## Applications

Each prospective tenant 18 years old or older (including spouse if married) must sign and complete an application. We will check background, rent history, and employment history on each adult applicant. A copy of a government picture ID and a non-refundable application fee of \$35 (cash, money order, or cashier's check) must accompany each application. A Social Security number is required to apply (for credit verification).

All information in the rental application(s) regarding employment, criminal, credit, and landlord history must be verified before a decision on the application can be made. A decision on an application may be delayed due to delays in the verification process. This could result in the home being offered to another applicant who submitted their application later but the information was readily verifiable, which concluded in being able to make a decision of approval or disapproval and offer of home prior to another earlier dated rental application.

## Information to be verified for each adult applicant 18 years of age or older:

### Income\*

- Monthly rent shall not exceed 33% of gross monthly income of all applicants and prospective tenants must have a minimum of two years stable, verifiable employment.
- The applicant must be: (a) currently employed full time and must have been employed for at least 18 months out of the 24 months preceding the date of the application(s); or (b) elderly or disabled. Full time employment shall mean at least 30 hours of paid employment per week.
- Employers who refuse to verify Applicant(s) income or length of employment may cause rejection.
- Self employed applicant(s) whose income is necessary to qualify to rent must provide copies of six month's of bank statements and the last two years of complete IRS tax filings to show stable income.
- Other income shall be verified by third party documentation or by documentation submitted by the applicant which in management's sole determination is deemed necessary.

### Residence History \*

The applicant(s) should have verifiable third party rental history with non-related family/friends for at least 2 years preceding the date of application(s). Applicants may be disapproved if landlord references, credit report, or court records indicate, but not limited to, any of the following:

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- Failure to pay rent, damages or other sums when due
- Repeated late payment of rent
- Disturbances, loud noise, fighting, physical violence and/or threats of physical violence against persons and/or property, drug related activity, gang related activity, and/or other conduct, which violates the right of quiet enjoyment by applicant, occupants, household members, guests, visitors or invitees.
- Allowing unauthorized persons to live/stay in the unit in violation of the lease
- Poor housekeeping habits or unauthorized pets
- Lease termination by the landlord; request to move by landlord; eviction actions or proceedings filed on the applicant(s); and/or non-renewal of lease for non-payment of rent, damages or other sums due, substantial or material violation of lease agreement, material non-compliance of the lease agreement, other good cause or for a violation of a lease.
- Damages to the current or previous place of residence, common areas, or other units beyond normal wear and tear
- Lease violations or unwillingness or inability to abide by lease provisions and/or house rules
- Eviction within the last five (5) years from the date of the application

### Credit\*

A complete investigation of credit history of each applicant will be made and will require a satisfactory rating.

- Cannot have any recent re-possession.

The applicant(s) credit history must show the ability to pay rent on time. The applicant(s) may be disapproved if an applicant(s) credit report, landlord references, or court records show that the applicant or the co-applicant(s), if any, owe outstanding collections, judgments or contain evidence that a debt or sum of money is owed to any of the following:

- Current or prior landlord
- Utility provider
- A provider of telephone, cable, gas, or other service generally provided to a residence.

### Criminal

We do not accept applicants that have a criminal record. This includes but is not limited to a conviction of or deferred adjudication for:

- Any felony
- Drug or DUI Arrest
- Crimes against people or property
- Spousal abuse
- Crimes involving the manufacture, sale or distribution of controlled or illegal substances
- Crimes involving prostitution or solicitation of prostitution
- Sex crimes

However, it is the sole discretion of the property owner to qualify or disqualify an applicant that has a minor offense on his/her record.

### Pets\*

Pets may be accepted or declined at the owners' discretion. A nonrefundable pet fee of \$250 plus \$25 per month pet rent is required per pet (maximum of two) and to be paid in full prior to move-in. We do not rent to owners of Pit Bulls or other dangerous animals (determined by the owner and insurance company). Pets will be subject to visual inspection. Domestic animals only.

### **Exceptions**

At the property owner's sole discretion the requirements followed by (\*) may be waived if the prospective tenant pays a significantly higher security deposit and/or a special situation exists regarding a requirement that is not met. The amount and/or final determination will be made by the owner and will depend on each individual situation.

**Procedures for Notifying Applicant(s) of Approval or Disapproval**

Applicant(s) shall be disapproved if we are unable to verify income, rental, credit, or criminal history. False, incomplete, or misleading statements or omissions on the application(s) will result in disapproval of the rental applications(s). Falsifying information to obtain property or credit is a Class A misdemeanor.

We will notify you by email or phone listed in your application whether you've been approved within seven (7) days after we have received a completed application. Your application will be considered "disapproved" if we fail to notify you of your approval within seven (7) days after we have received a completed application. **You must not assume approval until you received actual notice of approval.**

The first Applicant who: 1) meets all the requirements above, 2) agrees to the deposit and rental terms within two business days of notification, 3) provides the appropriate deposit, plus applicable pet deposit, plus first month's rent, all paid in cash, money order, or cashier's check within 2 days of agreement, and 4) signs the lease agreement will be accepted as the Renter. Upon move-in, Renter will sign the one blank Inventory and Condition form and have 3 days to complete, sign and return a second Inventory and Condition Form to Lessor. If the second form is not returned within 3 days, the first signed blank form will go into the Renter file. Renter pays for any maintenance and/or damage to the property. Refundable deposit(s) will be refunded at the end of the lease, minus expenses for damaged or missing items. Early termination of the lease may cause loss of deposit(s).

**Acknowledgement**

You declare that you have read and had explained to you the information in this RESIDENT SELECTION CRITERIA document. You acknowledge that our PRIVACY POLICY is available to you.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_