



Resident Qualification Guidelines

FAIR HOUSING STATEMENT: Hegenes Properties is a fair housing provider. We do not discriminate against people on the basis of race, color, religion, national origin, sex, familial status, physical and mental disability, creed, marital status, public assistance, ancestry, and sexual or affectional orientation. We are prohibited by company policy and fair housing laws to answer questions about these characteristics regarding our residents and the surrounding area, or from considering these characteristics when determining which apartments we show you. Hegenes Properties uses the Individualized Assessment for screening all rental applications.

BUSINESS RELATIONSHIP: The relationship between Management and Resident is a business relationship. A courteous and businesslike attitude is required from both parties. Management reserves the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, has been drinking, is argumentative, or in general displays an attitude at the time of the unit showing an application process that causes Management to believe we would not have a positive business relationship.

APPLICATION REQUIREMENTS: Each applicant must complete a separate application form. Your application must be filled out completely and accurately. An incomplete application may be denied or not processed. Any false, misleading, or unverifiable statements or omissions made on your application, whether or not discovered before you move into the building, are grounds for denial of an application or termination of an existing lease. Information must be legible and verifiable. If information given on the application cannot be checked out and verified, this is a reason for denial. Omission of information, such as an address or employer, may be grounds for denial. All adult applicants over 18 must sign the application and the lease.

IDENTIFICATION AND APPLICATION PROCESS: Every person 18 years of age and older is considered an adult. They must be screened and provide a government-issued Photo ID. Acceptable identification includes a driver's license, passport, and/or state-issued photo identification card, Resident Alien Card or ITIN (Individual Taxpayer Identification Number). All adults over 18 who occupy the apartment must be approved by management **before** moving in. Rental Research will verify the information provided on your application. Rental Research will also provide management with a complete consumer report, including a credit report and a criminal history report on each applicant.

APPLICATION FEE: The Application and Admin Fee are non-refundable. Each adult applicant over 18 is required to complete an application. This amount is paid to the property to process the application, whether the application is accepted or denied. Applications without the full Application Fees and Security Deposit will not be processed.

AGE: All adult residents must be at least 18 years of age by the time of move-in unless they are a dependent of another household member per IRS definition.

HOUSING HISTORY: Applicants must have a positive housing history. We require the name and last known telephone number of each landlord/property manager/mortgage or contract for deed payee for each address you have had for the last three years. References from relatives, roommates or friends are not acceptable. A positive housing history is one of the most important factors considered in screening an application. The refusal of a prior landlord to give a reference, or a negative reference, may be grounds for denial. A history of late payments, lease violations, behavior problems, noise complaints, property damage, or improper notice to vacate is reason for denial of the application.



6600 City West Parkway, Suite 205

Eden Prairie, MN 55344



OCCUPANCY: A full Security Deposit must be received by the property to reserve an apartment for any participant(s). Any apartment that has not received a full Security Deposit will continue to be marketed for rent. An apartment will be considered reserved for the first participant(s) with an approved application and Security Deposit paid in-full to the property.

Hegenes Properties does not consider an apartment “occupied” or complete the move-in process until the following requirements are completed:

1. Security Deposit paid in-full
2. Full month rent paid in-full
3. Lease is signed by all participants and countersigned by management
4. Physical proof of insurance received or LLI added to resident ledger

EVICTIION FILINGS: Unlawful Detainers or evictions may be a basis for denial of an application. A positive verifiable landlord reference or housing history established after the Unlawful Detainer or eviction will be considered.

PETS: Please refer to the policy of the property where you are applying.

INCOME: Income from all sources must be sufficient to pay the applicant’s rent and other predictable living expenses. To be counted as household income, amounts must be verifiable, reliable, and predictable. Minimum net household income recommended 3 times the amount of monthly tenant rent or provide Supplemental Evidence that would support that you will be a successful renter. You will be required to provide written proof or current pay stubs to support income claimed on the application. Self-employment income and/or ability to pay rent must be verified by providing copies of federal income tax returns for the last two years, a current financial statement, and/or copies of three most recent bank statements. Temporary employment income does not qualify without additional requirements such as a larger Security Deposit. Co-signers or Guarantors will be accepted as a source of income.

CREDIT HISTORY: A positive credit history is required to rent with us. An adverse bank or credit reference, high debt, past due or dishonored debt, suits, liens, judgments, collections, bankruptcies, or accounts closed by a credit grantor may be grounds for denial. ***NOTE: In North Dakota a credit score of 600 or higher is required or a co-signer will be required.***

CRIMINAL HISTORY: Applicants who have a criminal history may be denied. Felony and Gross Misdemeanor convictions may be grounds for denial. Misdemeanor convictions including sex crimes, illegal drug convictions and vehicle offenses pertaining to drugs or alcohol may be grounds for denial. We cannot accept any application that may pose a threat to the use and enjoyment of the property by other residents. If you have a criminal history, or a history of damage to property or other lease violations, your application to rent may be denied.



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DENIAL: Reasons for denial of the application to rent include, but are not limited to the following:

- *Prior eviction
- *Lease violations
- *Behavior problems
- *Noise complaints
- *Property damage
- *Improper notice given to vacate
- *Late rent payments
- *Suits, liens or judgments
- *Insufficient income
- *Negative bank account reference
- *NSF checks
- *Checking overdrafts
- *Past due credit obligations
- *Heavy credit obligations, heavy debt load
- *Unable to verify source of income
- *Unable to verify residence
- *Derogatory credit file
- *Criminal history
- *False or incorrect information on the application
- *Negative or unverifiable references
- *History of problems with prior owners, managers or residents
- *OFAC Global Alert Listing
- *NSF check paid for the Application Fees or Security Deposit
- *Past due funds at any prior residence
- *Any other reasons that pose a risk or threat to the property, management, or residents

Normally it takes two to four business days for the application screening process to be completed. Information from out of town may take longer to verify. If you cannot meet the above requirements, your application to rent will not be accepted under our normal lease terms and conditions. If you are a first time renter or your application is marginal because of temporary income or a lack of history, as opposed to negative history, we may accept your application to rent under more stringent conditions, such as the payment of a larger Security Deposit.

If your application is rejected as a result of information obtained by the screening agency, you will be provided with a written statement stating the reasons, accompanied by the return of your Security Deposit. In keeping with our policy of confidentiality and privacy for our residents, we do not discuss individual consumer reports with an applicant. If you would like to discuss or dispute anything in your consumer report, you will need to contact Rental History Reports. You will be provided with the name, address and telephone number of Rental History Reports for purposes of obtaining a copy of your report. All applicants have the right to request a reasonable accommodation based upon disability status or under VAWA protections. Please notify management if you have accommodation needs.

I have received and understand the above Resident Qualification Guidelines.

Signature(s)

Date