

All rental negotiations will be conducted in English. If you do not speak English, please bring an interpreter over 18 years of age to assist you when viewing apartments or signing any paperwork.

☐ **Occupancy**

Occupancy standards are 2 people per bedroom +1 additional person. (Ex: 1 bedroom = max 3 people)

☐ **Rental Requirements**

Applicant(s) must have positive and verifiable past tenancy history. If no past verifiable tenancy, an increased deposit and/or Guarantor may be required. If a Guarantor is required, but the Guarantor does not qualify, this will result in denial. Verbal agreements and rental from family/friends will not be considered verifiable rental history. Prior Unlawful Detainers and/or debts to a landlord will result in denial, unless otherwise protected by law. Any landlord reference which states they would not re-rent will result in denial.

☐ **Employment/Income Requirements**

Applicant(s) must have sufficient and verifiable personal income to meet their present and future financial obligations. Most recent paycheck stubs are required for proof of income. Additional proof of income documents may be required. An increased deposit and/or Guarantor may be required. If a Guarantor is required, but the Guarantor does not qualify, this will result in denial. No verifiable personal income will result in denial. Business tax returns are not considered personal income and will not be considered as proof of income.

☐ **Credit Criteria**

Applicant(s) must have positive and verifiable credit history. If applicant has no established credit, or established credit is less than three years old, an increased deposit and/or Guarantor will be required. If a Guarantor is required, but the Guarantor does not qualify, this will result in denial. No credit history may result in denial.

Bankruptcies:

- The bankruptcy must be discharged, or the application will be denied.
- If the bankruptcy has been discharged and either positive credit established or no credit established since the discharge, an increased deposit will be required.
- If negative credit has been established since the discharge, the application will be denied.

☐ **Criminal Check**

Applicants should not pose a risk of harm to the property or to others. Any criminal history that indicates a conviction for crimes against persons or property may result in denial of the application. If an applicant has a prior criminal conviction, an individual assessment will be made to determine the factual accuracy of the incident, the type of conviction, how long ago the conviction occurred, and the applicant's tenancy record since the conviction. The safety of the community and its residents is the intent of this assessment.

Any application that does not meet the minimum requirements for 'approval' may be eligible for a 'conditional approval' with an increased deposit and/or co-signer.

☐ **Guarantors**

If a Guarantor is required, they will need to meet the Applicant Rental Criteria & Requirements and have a gross monthly income of 2.5 times the amount of the Applicant's rent plus the Guarantor's rent or mortgage combined to be approved.

EX: Rent for apartment \$1,500 + Guarantor's rent/mortgage payment \$2,500 = \$4,000. $\$4,000 \times 2.5 = \$10,000$ monthly gross income required for Guarantor to qualify.

☐ **Deposits**

- An increased deposit will be a minimum of 2 times the normal deposit.
- Active-Duty Military Applicants: An increased deposit will be a minimum of 1 time the normal deposit.

☐ Required Documents

- Valid Government issued ID is required to be verified in-person during property tour, or during the 72-hour apartment hold period.
- Earnings Statements / Pay Stubs – 4 most recent weeks (all pages)
- Bank Statements – 3 most recent months (all pages)
- Additional documentation may be required

☐ Additional Documents That May Be Required

- An additional valid Government issued ID
- Social Security Card
- Personal Bank Statements (all pages)
- Personal Federal Tax Returns (all pages)
- W-2 Income Statement
- 1099 Miscellaneous Income Statement
- Utility Bills
- Current Lease and/or Mortgage Statement
- Any other document deemed necessary by the management

☐ Placing an Apartment on a 72-hour Hold

- The following is required from ALL applicants:
 1. Completed and signed application
 2. Paid screening fees
 3. Government issued photo ID verified by the leasing office staff

*If the Government issued photo ID was not presented for verification during the in-person property tour, applicants must present the original copy of their government issued photo ID to the leasing office within the 72-hour hold period for verification.

☐ Section 8 Rental Rate

Because each Housing Authority sets their own rental rates for what they will agree to pay, confirmation that the Housing Authority involved will pay the asking rental rate is required before the application will be processed.

☐ Lease Terms

Lease terms offered can vary between communities, up to a maximum of 9 months. Select communities offer 12-month lease terms. Please inquire about the lease terms offered at the community where you applied. The Housing Authority must accept our lease terms.

☐ No Smoking / Vaping Policy

Smoking or vaping of tobacco or any other substance, including marijuana, is prohibited everywhere on the premises, including in individual units and interior and exterior common areas.

I have fully read and understand the Applicant Rental Criteria & Requirements.

Applicant Name

Signature

Date