



RENTAL SCREENING CRITERIA

GENERAL STATEMENTS

- 1.Current, positive, government-issued photo identification will be required, which allows the Agent to adequately screen for criminal and/or credit history.
- 2.Each Applicant will be required to qualify individually or per specific criteria areas.
3. Inaccurate, incomplete, or falsified information will be grounds for denial of the application.
4. Any Applicant currently using illegal drugs will be denied. If approved for tenancy and later illicit drug use is confirmed, termination shall result.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the premises, or the property of others, will be denied residency.
6. Co-signers and Guarantors are not authorized.
7. Smoking is *prohibited* on the premises.

INCOME CRITERIA

- 1.Monthly income must be equal to three times the stated rent and be from a verifiable, legal source. Income below three times the stated rent will result in denial. Examples of verifiable income documentation shall be as follows: Recent pay stub (YTD and tax info listed) with six consecutive months minimum; Formal monthly bank statements with six straight months minimum; Formal offer letter if within the first 60 days of employment; Financial aid/scholarship award letter; Court-assigned child support or alimony documents. Please ensure your name is clearly stated on each document. Canceled checks, an informal letter from an employer or family member, and images of your bank balance/transactions are NOT sufficient.
2. Six months of verifiable employment will be required if used as a source of income.
3. Applicants using self-employment income will have their records verified through the State Corporation Commission or Secretary of State and must submit documents to prove their income; these may include the previous year’s tax returns and bank statements.
4. If retired/other non-working situations, Applicant must provide proof of liquid funds equal to a minimum of 2 years of rent payments. Evidence of monthly benefits may be considered, as well.

RENTAL HISTORY CRITERIA

1. Twelve months of verifiable contractual rental history from a current, unrelated, third-party landlord or homeownership is required.
2. Two or more notices for nonpayment of rent within one year will result in the denial of the application.
3. Two or more dishonored checks within one year will result in the denial of the application.
4. Rental history reflecting any past due and unpaid balances to a landlord will result in denial of the application.
5. Rental history, including two or more noise disturbances or any other material non-compliance with the rental agreement or rules within the past two years, will result in denial.
6. If terminating a lease agreement before the lease expiration, the current property management company must verify in writing that Applicant is being released from the terms of their current lease agreement.

EVICTION HISTORY CRITERIA

1. Prior evictions of any age will result in automatic denial.

CREDIT CRITERIA

1. The credit score must be a minimum of 550.
2. Unpaid collections for utility accounts or property debt will result in the denial of the application.
3. Unpaid collections greater than one month’s rent (unrelated to medical expenses) will be grounds for denial. Applicant must submit a letter of explanation with collection accounts.

CRIMINAL CONVICTION CRITERIA

1. Felonies will result in automatic denial.
2. Misdemeanors involving: drug-related crimes, personal crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes (where the date of the disposition has occurred in the last five years), will all result in automatic denial.
3. Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, property crimes – or any other crime if the conduct for which Applicant was convicted or is charged; is of a nature that would adversely affect the property of the landlord or tenant; is of a nature that compromised the health, safety, or right of peaceful enjoyment of the premises for residents, the landlord or the landlord’s Agent –where the date of the disposition has occurred in the last three years– will all result in automatic denial.
4. Conviction of any crime that requires lifetime registration as a sex offender or for which Applicant is currently registered as a sex offender will result in automatic denial.

AGENT WILL:

- 1.Consider relevant, individualized evidence of mitigating factors; Agent may request additional information.
- 2.Applicant approval will be based on the lowest score of all individually approved Applicants. If one application is denied, all Applicants will be rejected.
- 3.Notify Applicant of the results of Agent's review within a reasonable time after receipt of all required information.
- 4.If there are multiple applications for the same property, Agent will process applications in the order they receive per Fair Housing Guidelines.
- 5.Hold the unit for 24 hours for an approved Applicant to pay the security deposit.