



Screening Guidelines

OnPoint Property Management welcomes you to our community. All adults (age 18 or older) are required to complete the application process. The information below is the current application criteria used for approving applicants for tenancy. It is OnPoint Property Management policy to comply with all applicable fair housing laws including those laws that prohibit discrimination against any person based on race, sex, sexual orientation, gender identity/expression, religion, color, familial status, national origin, or handicap, and where applicable, source of income.

Applying:

\$20 Application Fee per adult applicant is required at the time of application (covers the cost to run your credit & background reports.)

Reservation Fee: This fee may only be assessed after approval of your application. If your application is approved, please note that other applications may also be approved for this unit. We are unable to reserve this unit and must continue to process applications unless/until we enter into an Apartment Reservation Agreement and receive a **Reservation Fee of \$200**. This Reservation Fee is non-refundable and will be retained should you fail to sign a lease. If a lease is signed, the Reservation Fee is then applied to your security deposit.

Screening Criteria:

Credit Score- A credit report will be completed through AppFolio, a third-party management software that draws credit information from Experian. A credit score of 650+ may be approved with lesser deposit; 600-649 may be approved with increased deposit; 570-599 may be approved with a creditworthy cosigner or guarantor, and an increased deposit; below 569 will be denied. If there is more than one applicant, then the credit scores of all applicants will be averaged, and that average score will be judged based on the criteria listed above. The credit score criteria apply to applicants with at least one year of positive rental history. Applicants with an open bankruptcy will not be extended credit and will be assigned a credit score of zero. Applicants with closed bankruptcies within the past two years may be approved with an increased deposit.

Income- Applicants are required to have a total gross household income of at least 2.5 times monthly rent to qualify. Where required by applicable law, we will treat any lawful, verifiable source of money, paid directly or indirectly to an applicant at the time of application. Employment income can be verified with paystubs that reflect 4 weeks of pay, an offer letter from your employer (anticipated start date must be included), or a notarized affidavit from your employer that reflects the total monthly/annual amounts earned. Income from self-employment must provide equivalent verification of the income received, which is typically recent tax returns and bank statements that reasonably evidence the income). Income from other sources (i.e., any government assistance, child support, social security, pension, etc.) can be verified by providing written confirmation of the source of the income. Any indirect payment of income must establish that the payments are for the benefit of the applicant.

Criminal- There is a criminal background report run for each applicant. Applicants with criminal records will be reviewed on a case-by-case basis in accordance with applicable law. In general, applicants who have convictions for violent, drug, theft, sex or other offences that may affect the safety of other tenants and the property will not be approved except where required by applicable law. Applicants that have been convicted of the illegal manufacture or distribution of controlled substances will not be approved.

Rental History- Applicants who have any unpaid obligations to prior landlords, and applicants with prior evictions, will not be approved.

Co-signer or Guarantors- may be accepted if the applicant(s) do not meet the income requirement amount, have no credit, or have a credit score of 570-599. Guarantors must complete an application and must meet the same qualification requirements as the applicant(s). In addition, a qualified co-signer will need to meet one of the following guidelines in order to qualify.

1. 650-674 credit score and income of at least 4 x the monthly rent.
2. 675+ credit score and income of at least 3.5 x the monthly rent.

In addition, the co-signer is entitled to use the full amount of household income, should they file jointly with another household member (MUST provide most recent tax return if using joint income)

A deposit of \$950 will be required if approved with a co-signer.



OnPoint Property Management



CURRENT INCOME LIMITS - 2025

The following guidelines are the income amounts each household cannot exceed.

1 Person - \$41,160		5 Persons - \$63,540
2 Persons - \$47,040		6 Persons - \$68,220
3 Persons - \$52,920		7 Persons - \$72,900
4 Persons - \$58,800		8 Persons - \$77,640

Moving In:

Move-In Costs:

Please note that the amounts below are an estimate and are subject to change. All move-in costs will be provided, in writing, prior to move-in. Those amounts shall be considered rent and will be due on the effective date of the lease.

\$100.00	Administrative Fee	
\$700.00 – \$950.00	Security Deposit (Before Reservation Fee credit applied, if applicable)	
Varies	Prorated Rent	If move in is between the 26 th and the end of the month, you will be charged the prorated amount from Move-in through the last day of the month.
	Rent will be prorated from Move-in Date through the end of the month.	Due to the proximity of move-in costs and rent due date, the following month rent cost may also be due at the time of Move-in.
\$ 10.50	Liability to Landlord Insurance	Please see insurance provisions below*
\$ 35.00	Washer/Dryer Rent	If available for rent at your community
\$250.00+	Additional Deposit for Pet (amount per pet)	See pet policy below **
\$ 25.00+	Prorated Pet Rent (\$25.00/pet total)	
\$100.00+	Pet Fee (amount per pet)	

Move-in Date, as noted above, refers to the start date of the Lease Contract.

Renters insurance* is required. Resident has the option of paying \$10.50 monthly for liability insurance purchased during lease signing or providing their own renters insurance policy that includes \$100,000 Liability to Landlord at time of move in.

Pets: ** Some properties may not allow pets. Make sure to inquire about the community that you are applying to and their specific pet policies. For all properties that do allow pets, see below for further pet requirements. All pets must be spayed/neutered and have an up-to-date vaccine history.

Dogs: Must weigh 50lb or less and be at least 1 year old. Please inquire further about breed-specific restrictions.

Once your application has been approved, but before you move in or sign a lease, you will receive an approval email detailing the amounts due at move-in. The approval email will also provide phone numbers for the utility companies that you are required to start service through at your apartment, effective on the date of move-in. You will be required to provide account numbers for any applicable utility company upon lease signing.

From the very beginning of your journey to find a new home, we are happy to assist you in any way possible. Please feel free to contact us at the information provided below. We look forward to you being part of our community!