

## **RENTAL ACCEPTANCE CRITERIA NOTIFICATION**

*\* This is potential criteria used by the landlord. Each situation is reviewed on a case by case basis. However, the criteria outlined below will aid the landlord in his/her decision.*

### **I. Income:**

- Total combined gross monthly income must be at least three (3) times the amount of monthly rent
- Income must be verifiable in writing, which may include a pay stub, verification form on company letterhead, letter of benefit assignments or tax statements.
- Examples of income include, but are not limited to: Wages, Salaries, Tips, Social Security Benefits, Retirement, Pension or Savings Accounts, Stocks, Bonds, Child Support or Alimony Payments, Unemployment Benefits or Public Assistance.
- Savings Accounts may be considered in lieu of active employment with verification of bank balances (savings, checking, money market, certificates of deposit) totaling at least six (6) times the monthly rent.
- Applicants who do not meet the income requirements will be required to provide a co-signer on the lease who does meet the criteria.

### **II. Rental History:**

The following items may disqualify rental acceptance:

- Previous, unpaid eviction(s) within the past two (2) years
- Outstanding balance owed to previous or current landlord
- History of lease violations or broken lease terms (ie: late payments, NSF checks, noise complaints, skips or any negative reference).
- Applicants with no rental history will be required to provide a co-signer who meets the income and credit requirements of the Rental Acceptance Criteria, or furnish additional funds such as determined by Landlord including but not necessarily limited to an increased security deposit at twice the deposit amount in effect at the time of approval or last month's rent paid in advance.

### **III. Credit History:**

The following items may disqualify rental acceptance:

- Bankruptcy: Applicant is eligible immediately after the date of order of discharge for a Chapter 7 bankruptcy and two (2) years after the date of the order of discharge for a Chapter 13 bankruptcy.
- Credit history will be weighed in conjunction with all other rental criteria. The Landlord reserves the right to deny any applicant

based solely on a history of delinquent credit activity. (Medical expenses and foreclosures are exempt.)

- Applicants with no previous credit history will be required to provide a co-signer who meets the income and credit requirements of the Rental Acceptance Criteria or furnish additional funds as determined by the Landlord including but not necessarily limited to an increased security deposit at twice the deposit amount in effect at the time of approval or last month's rent paid in advance.

#### **IV. Criminal/Background Check:**

- All applicants require a criminal background check. If residency in current state does not exceed five (5) years, additional reports are required from all previous states where applicant has resided in the last five (5) years.
- Felony convictions will disqualify an applicant for life from being a resident including, without limitations, felony. Registered sex offenders will be disqualified up to seven (7) years.
- Misdemeanor convictions or gross misdemeanor convictions will disqualify an applicant for up to one (1) year on crimes against persons, property or drug related illegal activity. The time period starts upon the date of the disposition of the crime.

#### **V. Proper Identification:**

Applicants must have one or more of the following in addition to a Government issued photo identification.

- Valid Social Security card
- Permanent Resident card
- Passport
- Visa
- Birth Certificate

**AGREEMENT FOR PRE-LEASE DEPOSIT AND  
RENTAL ACCEPTANCE CRITERIA**

**Pre-Lease Deposit:**

I acknowledge and understand that there will be responsible for the pre-lease deposit of \$250.00 (two hundred fifty dollars). The pre-lease deposit of \$250.00 (two hundred fifty dollars) is fully refundable in the event that Landlord denies my rental application and that it will be returned to me within seven (7) days of denial.

I further understand that if I decide to cancel my rental application, for any reason, after 24 (twenty four) hours from the time I submitted my deposit and rental application, I will forfeit the entire amount of the pre-lease deposit.

Upon approval of my rental application, my pre-lease deposit of \$250.00 will be applied to my security deposit and will be held in accordance with the terms of my lease. Please make check Payable to Landlord.

Payment made by check # \_\_\_\_\_ Payment amount \$ \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Agent Initials \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Agent Initials \_\_\_\_\_

**ACCEPTANCE CRITERIA:**

I acknowledge receipt of the Rental Acceptance Criteria and fully understand the guidelines. I am aware that management utilizes a resident screening service and that if I have a question regarding the information reported to management about me, I can request the name and address of that screening service from management.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Agent Initials \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Agent Initials \_\_\_\_\_

**APPLICATION FEE AGREEMENT**

**Application Fee:**

A non-refundable application fee of \$60 per applicant is required prior to processing your application.

Payment made by check # \_\_\_\_\_ Payment Amount \$ \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Agent Initials \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Agent Initials \_\_\_\_\_