

Resident Selection Criteria

***Application fees are \$50 per applicant over the age of 18 and 100% non-refundable.**

- 1) **Rental Application:** Lease holder(s) must be 18 years of age or older. All occupants aged 18 or older must submit a fully completed application.
 - All applicants must pay a **non-refundable** application fee of \$50.
 - All applicants must provide proof of identity.
 - Any omissions or falsifications may result in rejection of an application or termination of a lease.
- 2) **Income Requirements:** Applicants must have a combined gross income of at least **three times** the monthly rent unless otherwise specified on the property listing.
 - All sources of income must be verifiable if needed to qualify for a rental unit.
 - Co-signers must have an individual gross income of at least **five times** the monthly rent.
- 3) **Employment Verification:** Lease holder(s) must have stable and verifiable employment or, if unemployed or retired, other sources of other income must be stable and verifiable.
 - Self-employed applicants may be required to produce upon request, 3 months of recent bank statements.
- 4) **Credit:** A credit report will be processed on all applicants 18 years and older. Based on your credit report, your application may be approved, declined, or approved on the condition that an additional security deposit be paid in advance by cashier's check equal to one-month's rent and/or an approved Co-signer.
 - Applicants in an open bankruptcy will be automatically denied.
 - If an applicant is declined or approved with conditions, the name, address, and telephone number of the consumer-reporting agencies providing the information will be provided to the applicant.
 - Applicants with collections or balances owed to a former landlord or utility provider will generally be denied.
- 5) **Rental History:** Previous rental history reports from former landlords must reflect timely payment, sufficient notice of intent to vacate, no evictions, no complaints regarding noise, disturbances or illegal activities, no unpaid balances and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
- 6) **Occupancy Standards:** Maximum number of occupants per home: 2 occupants per bedroom plus 1.
 - Example: 3-bedroom home = 7 max occupants.
- 7) **Leaseholders:** No more than three (3) unrelated persons over the age of 18 may occupy the home.
- 8) **Animal Policy:** Breed restrictions (available upon request) and restrictions may apply, see specific property listing
 - No caged, exotic, farm or poisonous animals are allowed.
 - There is a one-time \$500 non-refundable animal fee for the 1st animal and an additional \$250 non-refundable animal fee for the 2nd animal. A monthly animal fee of \$45, *per animal* is also required.
 - No animal fees/deposits will apply for animals that are designated as service/assistance animals as stated in ADA requirements.
 - No more than two domesticated animals allowed per property.

9) **Security Deposit and Move-in Costs:** All move-in amounts must be paid with certified funds only.

10) **Criminal History:** All applicants must honestly report all prior criminal history of all occupants. Failure to disclose prior criminal history is grounds for denial.

- A state-specific criminal background check may be conducted on all anticipated occupants; this information will not be reviewed until after the applicant has had credit references checked and approved.
- Pending criminal actions may be grounds for denial but will be reviewed on a case-by-case basis.
- Persons who are listed on any sex offender list will not be considered.
- Persons who have a criminal conviction relating to manufacture or distribution of controlled substances will generally be denied.
- In review of criminal history, management may consider several factors including but not limited to, the nature and severity of the crime along with how much time has passed since the criminal activity and/or the release from any imprisonment, parole, or probation. Persons with criminal history might be denied based on the above factors.