

## **APPLICANT SCREENING CRITERIA**

### **APPLICATION:**

One fully completed application must be received from each adult (18 years of age or older) who is applying to rent this leased premises. If the application is not fully completed or sufficient explanations are not provided to explain the omissions, your application will not be processed. All information provided must be verifiable.

### **PERSONAL IDENTIFICATION:**

A form of identification is required, along with each application. The form of identification must contain a photo of the applicant.

### **INCOME:**

We must be able to verify independently the amount and stability of your income (including social security benefits), such as through paycheck stubs, tax record and/or bank statements. If self-employed, you will need to provide tax records and/or bank records. If this landlord accepts rental assistance, your assistance amount will be included when determining the amount of your income.

### **OTHER CRITERIA:**

1. All information provided on the application must be true, accurate and verifiable. If misrepresentations are found after the lease is signed, your lease will be terminated and if tenancy is granted you may be evicted.
2. Applicant and co-applicant shall have a satisfactory employment history if verifiable income is attained through employment.
3. No convictions of felonies or habitual misdemeanors for any drug-related crime, violent criminal activity, or any other criminal activity that threatens the health, safety and right to peaceful enjoyment of the leased premises or the building in which the leased premises is located by others, within the last Three (3) years.
4. Applicants must exhibit a responsible financial life. Applicants must possess a credit score of not less than Five Hundred (500).
5. No evictions within the last Three (3) years for failure to pay rent or any other breach.
6. If your income is less than Three (3) times the monthly rent. Unverifiable income will not be considered.
7. As suggested by HUD, there shall be an occupancy limitation of Two (2) persons per bedroom, with the exception of (a) families with children, which shall take into consideration the factors outlined in the HUD Keating Memorandum, dated March 20, 1991, and (b) state or local occupancy laws/ordinances.
8. You must be able to pay the full first month's rent and One Hundred Percent (100%) of the security deposit prior to obtaining possession of the leased premises.
9. The above criteria are the minimum required and more stringent criteria may be applied, if applied equally to all applicants for a specific leased premises.
10. A background/credit check must be completed for the applicant to be considered. The link to the background/credit check will be sent to the application upon receipt of a complete application. This is conducted on all applicants 18 years and older.

I understand that a copy of the Residential Lease, Nonstandard Rental Provisions and Rules and Regulations, if written, are available for my review prior to my completing the application or paying any earnest money. I have read and understand the above screening criteria.

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