

# Required Tenant Screening Criteria

It is the policy of the landlord that an application will be automatically denied if any of the following criteria are not met. A denial of one application out of a group of applicants intending to cohabitate a property, will be considered a denial of all applicants in the group.

## Income & Employment

The combined household monthly income of all applicants must be a minimum of three (3) times the monthly rent, or the applicants may provide a guarantor (or married couple).

If a guarantor is provided, the monthly income of the guarantor (or married couple) must be a minimum of four (4) times the monthly rent.

The guarantor must complete a separate Lease Application and pay a separate Lease Application Fee. The guarantor will be required to sign the Lease Agreement and any addendum thereto. Only one guarantor (or married couple) per home is permissible.

To verify combined household monthly income of all applicants, we require a U.S. government-issued photo ID plus the following:

STATUS	DOCUMENTATION
Employed (currently and at least 30 hours paid per week)	<ol style="list-style-type: none"> <li>1. Pay stubs for the past 2 months that demonstrate a combined household monthly income of three times the monthly rent.</li> <li>2. Verifiable employment for the past two years.</li> </ol>
Employed (starting new job)	<ol style="list-style-type: none"> <li>1. Offer letter on official company letterhead.</li> <li>2. Bank statements for the past 3 current, consecutive months that demonstrate an average minimum balance of three times the monthly rent.</li> </ol>
Self-employed	<ol style="list-style-type: none"> <li>1. Income tax returns for the past 2 years that demonstrate a combined household monthly income of three times the monthly rent.</li> <li>2. Bank statements for the past 3 current, consecutive months that demonstrate an average minimum balance of three times the monthly rent.</li> </ol> <p><i>Note: We will average your gross annual income over the 2-year period to calculate your average monthly income.</i></p>
Out-of-State	<ol style="list-style-type: none"> <li>1. Offer letter on official company letterhead or letter of employment.</li> <li>2. Bank statements for the past 3 current, consecutive months that demonstrate an average minimum balance of three times the monthly rent.</li> </ol>
Retired	<ol style="list-style-type: none"> <li>1. Current statement from benefits issuing agency.</li> </ol>

	2. Bank statements for the past 3 current, consecutive months that demonstrate an average minimum balance of three times the monthly rent.
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To verify monthly income of the guarantor (or married couple), we require a U.S. government-issued photo ID plus the following:

<b>STATUS</b>	<b>DOCUMENTATION</b>
Employed (currently and at least 30 hours paid per week)	<ol style="list-style-type: none"> <li>1. Pay stubs for the past 2 months that demonstrate a monthly income of four times the monthly rent.</li> <li>2. Verifiable employment for the past two years.</li> </ol>
Employed (starting new job)	<ol style="list-style-type: none"> <li>1. Offer letter on official company letterhead.</li> <li>2. Bank statements for the past 3 current, consecutive months that demonstrate an average minimum balance of four times the monthly rent.</li> </ol>
Self-employed	<ol style="list-style-type: none"> <li>3. Income tax returns for the past 2 years that demonstrate a monthly income of four times the monthly rent.</li> <li>4. Bank statements for the past 3 current, consecutive months that demonstrate an average minimum balance of four times the monthly rent.</li> </ol> <p><i>Note: We will average your gross annual income over the 2-year period to calculate your average monthly income.</i></p>
Out-of-State	<ol style="list-style-type: none"> <li>1. Offer letter on official company letterhead or letter of employment.</li> <li>2. Bank statements for the past 3 current, consecutive months that demonstrate an average minimum balance of four times the monthly rent.</li> </ol>
Retired	<ol style="list-style-type: none"> <li>1. Current statement from issuing agency.</li> <li>2. Bank statements for the past 3 current, consecutive months that demonstrate an average minimum balance of four times the monthly rent.</li> </ol>

## **Section 8**

The landlord will not accept Section 8.

## **Age**

All applicants and guarantors must be 18 years of age or older.

## **Bankruptcy**

All applicants and guarantors must not have an open bankruptcy. Any bankruptcy must be dismissed or discharged.

## **Evictions**

All applicants and guarantors must not have an eviction on their record.

## **Foreclosures**

All applicants and guarantors must not have a foreclosure in the 12 month period immediately preceding the application date.

## **Credit**

1. All applicants and guarantors must have a credit score over 600.
2. All applicants and guarantors must be current on any mortgages, auto loans, and lease agreements.
3. All applicants and guarantors must not owe a debt or sum of money or have a judgment against them involving a current or prior landlord or utility provider, including but not limited to electric, gas, cable, or telephone.

## **Residence and Rental History**

1. All applicants and guarantors must provide verifiable residential history for the last two years, whether you currently rent or own a residence.
2. All applicants and guarantors must not have any record or report of unpaid rent due to previous landlords or judgments against them by previous landlords.
3. All applicants and guarantors must not have any record or report of damages done to prior properties rented or owe any money to previous landlords.
4. All applicants and guarantors must not have more than two late rent or mortgage payments in the 12 month period immediately preceding the application date, and no payment returned for insufficient funds in the 12 month period immediately preceding the application date.

## **Criminal History**

The landlord does not accept applicants that have a criminal record where less than five years have passed since the date of conviction. This includes, but is not limited to, a conviction of, or deferred adjudication for:

- Crimes involving drugs or alcohol
- Crimes against people or property
- Crimes involving spousal abuse
- Crimes involving abuse of children, the elderly, or the disabled, who live in the home
- Crimes involving the manufacture, sale, or distribution of controlled or illegal substances
- Crimes involving illegal weapons possession
- Crimes involving prostitution

- Sex crimes or sex related offenses

The landlord also does not accept applicants that have outstanding arrest warrants, are involved in a pending criminal case, or are the subject of an ongoing criminal investigation.

Notwithstanding anything in this list or criteria, applicants or occupants who are listed on any government list (i.e. sex offender list, no-fly list, etc.) will be automatically denied.

### **Falsification of Information in Lease Application**

All applicants and guarantors must not provide false, inaccurate, or incomplete information on their Lease Application.

### **Government Lists**

All applicants and guarantors must not appear on a list from the Office of Foreign Assets Control. All applicants and guarantors must not appear on the Most Wanted List, Terrorist Watch List, or List of Registered Sex Offenders.

### **Occupancy Guidelines**

The following occupancy standards apply based on two persons per bedroom.

<b># of Bedrooms</b>	<b>Max. # of Occupants</b>
2	4
3	6
4	8
5	10
6	12