

RENTAL QUALIFYING CRITERIA

ABOUT APPLICANT SCREENING

Every resident over the age of 18 must have a completed and approved application on file. Approval of a rental application is based on the following: There is an Application Fee that is required for each resident over the age of 18. The Application Fee must be paid in full before the application can be processed for approval. The Application Fee is non-refundable and will not be returned under any circumstance. There is an Administrative Fee which is required for each apartment during the application process. For Housing Choice Voucher Holders, the minimum monthly gross income shall be greater than 3 times the amount of the apartment's monthly rent for which said Voucher Holder is responsible. Landlord strictly adheres to and complies with all applicable Federal and State Fair Housing Laws, and it does not discriminate on the basis of race, color, religion, national origin, sex, elderliness, familial status, source of funds, sexual orientation, gender identity, military status, or disability,

1) Credit History

- A credit report is processed for every applicant and evaluated on payment history.
- Severe credit delinquencies could require additional deposits or denial of the application.
- Applications will be automatically denied for the following reasons: (1) Applicant has a pending bankruptcy action; (2) Former landlord has a judgment or other pending debt (more than \$300) against Applicant which has not yet been satisfied.
- An absence of credit history will not automatically result in denial of application; however, an additional deposit may be required.
- Credit health is not a sole factor for determination.

2) Rental History

- Applicants need to demonstrate a positive, verifiable rental or mortgage payment history for at least 24 months prior to application.
- Applicants who have no prior verifiable rental history may be required to pay an additional deposit.
- Applicants who have been previously evicted for material noncompliance and non-remediable lease violations, or who have received notices for material noncompliance and non-remediable lease violations within the past twenty-four (24) months will be denied.

3) Income

- Applicant must show proof of a minimum monthly gross income greater than 3 times the monthly rent for the apartment. For Housing Choice Voucher Holders, the minimum monthly gross income shall be greater than 3 times the amount of the apartment's monthly rent for which said Voucher Holder is responsible. For purposes of this criterion, income includes but is not limited to earnings, annuity payments, child support payments, rents, Social Security income, and other such similar kinds of income. All proof of income must be presently verifiable.
- Self-employed or retired applicants or applicants who have alternative or fluctuating income may demonstrate qualifying income by showing the previous year's tax return and the past three (3) months' personal bank statements, indicating net deposits amounting to not less than three times the monthly rent for the apartment or not less than three times the amount of the apartment's monthly rent for which a Housing Choice Voucher Holder would be responsible.
- In determining whether any applicant meets this income criterion, Management will consider the available income for the entire household.

4) CRIMINAL

- We will obtain a criminal report for every lease holder.
- Applications will be screened for both Felony and Misdemeanors convictions, which could lead to denial. Many serious felon and misdemeanor convictions that constitute a threat of substantial harm and/or a threat to the health and to safety of other individuals will result in an immediate rejection of the application.
- Management reserves the right to deny residency and occupancy for any prior adverse criminal history at its sole discretion. Guarantors/co-signers cannot be a substitute for this requirement.



5) **OCCUPANCY STANDARDS**

- The Federal occupancy standard is set at two (2) people per bedroom in each apartment plus one (1) additional occupant. Exceptions to this occupancy standard based on available square footage under the applicable USBC provisions may be also considered at Managements discretion and must be in writing.

6) **Proof of Legal Status in the United States**

- All applicants must demonstrate that they are legally allowed to reside in the United States.
- Applicants may demonstrate legal status by providing copies of one or more of the following documents: (1) State Issued driver's license or State issued non-operating identification license; (2) birth certificate or delayed birth certificate issued in any state, territory or possession of the United States; (3) United States certificate of birth abroad; (4) United States passport; (5) a foreign passport with a United States visa; (6) an I-94 form with a photograph; (7) a permanent residence card; (8) a United States citizenship and immigration services employment authorization document or refugee travel document; (9) a United States certificate of naturalization; (10) a tribal certificate of Indian blood; (11) a tribal or bureau of Indian affairs affidavit of birth; (12) other such documentation that has been approved by HUD for verifying an individual's legal status in the United States.

7) **RENTERS INSURANCE**

- Residents are required to maintain at least \$100,000 personal liability insurance and \$10,000 personal content insurance. You must name the landlord as an "additional insured" on the aforesaid insurance policies. This means that insurance company would notify the landlord in the event of a lapse or cancellation of the policies. Please provide a copy of the declaration pages of your policies confirming the above listed requirements prior to your moving into the apartment unit or renewing your lease. Failure to keep the required insurance coverage in full force will be considered am material noncompliance breach of the lease agreement and will subject you to any and all of the remedies available to the landlord under applicable state law.

