

RESIDENT SCREENING POLICY

Thank you for your interest in one of our rental properties. Before you apply, please take the time to review this screening policy. All persons 18 years of age and older, will be required to complete a rental application. The application processing fee is \$40/ non-refundable. It is our policy to comply with all applicable fair housing laws including those which prohibit discrimination against any person based on race, sex, religion, color, familial status, national origin or handicap.

Rental History- Applicant(s) must have a minimum of 12 consecutive months of verifiable rental history or mortgage payment history within the past 24 months. If a landlord cannot be contacted, a copy of the lease agreement and six consecutive months of proof of payment may be required. If you are a first-time renter an additional deposit equivalent

Applications for residency will automatically be denied for any of the following reasons:

- An outstanding debt to a previous landlord or a breach of prior lease
- Any eviction
- Any foreclosure less than 3 yrs. old

Age- Applicant(s) must be 18 years of age or older unless deemed to be an adult under applicable law

Employment- Applicant(s) must provide 30 consecutive days worth of pay stubs (2 stubs if paid bi-weekly or 4 stubs if paid weekly), or provide a "letter of intent" to hire from a new employer.

Self Employed, Retired or Unemployed- Applicant(s) must provide the previous year's income tax return and the previous two months bank statements, or twelve months of financial statements as deemed necessary under the guidelines of the Affordable Housing Program, and must exhibit no negative references.

Income - Applicant(s) income must meet or exceed three times the rent amount (gross). Joint applicants will be allowed to combine income to meet the requirements.

Credit- A credit report will be completed on all applicants to verify account credit ratings. Medical bills and student loans are not taken into consideration. All applicants must be able to have the utilities placed in his/her name.

Occupancy - Occupancy is limited to two persons per bedroom.

Animals- Pets allowed are at the owner's discretion.

Criminal History- A criminal background check will be conducted for each applicant 18 years of age and older. The application will be rejected for any of the following reported criminal related offenses that have occurred:

- Felony conviction
- Any terrorist related conviction
- Any illegal drug related conviction
- Any prostitution related conviction
- Any sex related conviction
- Any animal cruelty related conviction
- Misdemeanor conviction involving crime against another person or property
- Any of the above related charges resulting in adjudication withheld and/ or deferred adjudication
- Active status on probation or parole resulting from any of the above

Falsification of Information- Any falsification of information or providing false documents will result in the automatic rejection of the application.

- Eviction proceedings will be pursued if it is found that applicant falsified info after approval and move in occurs.

The application cannot be processed without being filled out and receipt of all required supporting documentation and fees have been paid.

****This is a general screening policy. Some owners are stricter. Listing Realtor will inform you of the differences and you will sign off that you have received the policy.**