

# APPLICATION SCREENING GUIDELINES

## APPLICATION PROCESS

- ◆ We offer application forms to everyone who inquires about the rental.
- ◆ We review completed applications in the order in which we receive them.
- ◆ We may require up to two business days to verify information on an application.
- ◆ If we are unable to verify information on an application, the application may be denied.

## SCREENING GUIDELINES

### Complete Application

- ◆ Each applicant must submit an individual application.
- ◆ We will not review incomplete applications.
- ◆ We will accept the first qualified applicant(s).

### Identification

- ◆ Applicants must show two pieces of identification. One must include a photograph.

### Prior Rental History

- ◆ Rental history of \_\_\_\_ number of years must be verifiable from unbiased/unrelated sources.
- ◆ Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history.
- ◆ Exceptions may be made for applicants with qualified co-signers or increased deposit/payments.

### Sufficient Income/Resources

- ◆ Net household income shall be at least \_\_\_\_ times the rent (excluding utilities).
- ◆ Income/resources must be verifiable through pay stubs, employer contact, current tax records and/or bank statements.

### Credit/Criminal/Public Records Check

- ◆ Negative reports may result in denial of application.
- ◆ Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance or convicted of a felony may be denied tenancy.

## SCREENING PROCESS

- ◆ We determine, based on the application, whether the applicant meets our screening guidelines.
- ◆ We verify income and resources.
- ◆ We check with current and previous landlords.
- ◆ We obtain a credit report, a criminal records report and public records report.

