

## APPLICATION PROCESS

- ◆ We offer an application form to everyone.
- ◆ We review completed applications in the order in which we receive them.
- ◆ We may require up to \_\_\_ 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 over the age of 18 must submit an individual application.
- ◆ We will not review incomplete applications. Applications must be signed and dated.
- ◆ We will accept the first qualified applicant(s).

### Identification

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

### Prior Rental History

- ◆ Rental history of \_\_\_ years must be verifiable from unbiased and unrelated sources.
- ◆ Applicants must provide 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 rental history.

### 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 – Any crime that would adversely affect the property, or the health, safety or right to peaceful enjoyment of others may result in denial of application.

- ◆ Negative reports from the last 5 years may result in denial of application.
- ◆ Arrests that did not result in a conviction will not be considered.
- ◆ Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance.

### Exceptions

- ◆ Exceptions may be made for applicants with increased deposits or qualified co-signers.

## SCREENING PROCESS

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

