

10/3/05

Application Process and Selection Criteria

We Offer an application to anyone who inquires about any of our rentals.

Application and Eligibility Requirements

- 1) A complete application is required from each person applying that is over 18 years of age.
- 2) In order to secure the home during the application screening process, a \$250.00 application deposit will be taken. Upon acceptance, that \$250.00 will be applied to the regular deposits required for move in. If accepted and the applicant backs out of the rental, the \$250.00 application deposit becomes non-refundable.
- 3) A picture ID is required from all applicants at the time the application is submitted. This would include a current and valid driver's license or current and valid identification card.
- 4) The Gross Household income must meet or exceed 3 time the gross rent paid, unless there are extenuating circumstances: e.g. Retirement or a Current Housing Voucher.
- 5) Approval of you application will be based on your credit information, rental history references and criminal background check.
- 6) No more than two families will be allowed to apply for one home. No more than two families will be allowed to occupy a home.
- 7) Applications will be processed once deemed complete and in the order they are received.
- 8) Application denial will result from the following:
 - a. Misrepresentation of personal information on the application.
 - b. Felony Conviction
 - c. FED within last 5 years.
 - d. Previous landlord reporting of complaints or noncompliance of rental agreement.
 - e. Credit Report reveals accounts that are not current.
 - f. Income not matching or exceeding 3 times the gross rent paid.

NOTE: Allow between 24 and 48 hours to process every application.

Applicant Screening:

- 1) Tenant Screening Consists of:
 - a. Full credit history of past seven years. To obtained through a credit reporting agency.
 - b. Check of public records including judgments, liens, evictions and collections.
 - c. Current Credit Obligations
 - d. Criminal Background Check – We reserve the right to perform a criminal background check on every applicant. A conviction, guilty plea or no contest plea for any felony shall be grounds for denial of the application.

NOTE: If we are unable to verify any information on the application, the application may be denied.

Security Deposits:

- 1) The required move-in costs are to be paid in full prior to occupancy. A property may be held for up to 14 days after approval of the application.
- 2) Double the normal security deposit may be required for anyone not meeting any of the following:
 - a. Employment Records
 - b. Income Requirements
 - c. Credit Requirements
 - d. Invalid Social Security Number

Utilities:

All utilities and garbage accounts where applicable must be transferred into the resident's name as of the possession date.

Housing Assistance:

Section 8 housing is accepted on a select number of houses. A signed release of information from Housing will be required. Acceptance will be based on the amount of payment received from Housing in conjunction with household income. Credit status, eviction status and felony conviction status still apply to section 8 housing applicants.

Pet Policy

The following is our pet policy:

- 1) No dangerous or vicious animals (as deemed by the landlord), attack dogs or guard dogs are allowed.
- 2) All dogs are required to be licensed.
- 3) All dogs are required to have updated vaccinations.
- 4) A picture of each pet for our files will be required.
- 5) Verification of clean records with license authority.
- 6) No records of complaints from past landlords.
- 7) No records of complaints from any state or county animal control or law enforcement agency.

NOTE: The landlord reserves the right to reject any or all pets in our homes.