

**APPLICANT  
SCREENING CRITERIA****READ CAREFULLY  
BEFORE  
STARTING APPLICATION**

We are working with neighbors and other landlords in this area to maintain the quality of the neighborhood. We are working to make sure that people do not use rental units for illegal activity. Therefore, we use screening procedures to evaluate each prospective tenant before we rent. These procedures are listed below. Reasons why an application may be rejected are also listed.

Please review our list criteria. If you feel you meet the criteria, please apply. Please note that we provide equal housing opportunity; we do not discriminate on the basis of race, color, religion, sex, handicap, national origin, familial status, marital status, sexual orientation, lawful source of income, age, or ancestry.

**APPLICATION** We must receive one completed Rental Application from each adult (18 years of age older) applying. If the completed application contains any omissions (not satisfactorily explained), it will be returned to you.

**PERSONAL IDENTIFICATION** We require two forms of identification. A photo ID and one other type of ID to be presented with your completed application.

**RENTAL HISTORY** It is your responsibility to provide us with the information necessary to contact your past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history.

If you owned - rather than rented - your previous home, you will need to furnish mortgage company references and proof of title ownership or transfer.

**INCOME** We must be able to verify independently the amount and stability of your income. (For example: through pay stubs, employer/source contact, or tax records. If self-employed: business license, tax records, bank records, or a list of client references.) For Rent Assistance applicants, the amount of assistance will be considered part of your monthly income for purposes of figuring the proportion.

**YOU WILL BE DENIED RENTAL IF:**

1. You misrepresent any information on the application. If misrepresentations are found after agreement is signed, your rental agreement will be terminated.
2. In the past three years, you have had a conviction for any type of crime, including manufacture or distribution of controlled substances, that would be considered a serious threat to real property or to other residents' peaceful enjoyment of the premises.
3. Your credit check shows accounts that are not current. For example, occasional credit records showing payments within [30 to 59] days past due could be acceptable, provided you can justify the circumstances. Records showing payments past [60] days or a judgment against you for financial delinquency are not acceptable.
4. If you have been evicted during the past two years for late or non-payment of rent or for behavior that includes causing disturbance, threatening other persons, damaging an apartment or other reason, your application will be rejected. If a previous landlord reports such behavior, your application will be rejected.
5. Previous landlords report significant complaint levels of noncompliance activity such as: repeated disturbance of the neighbors peaceful enjoyment of the area; reports of gambling, prostitution, drug dealing, or drug manufacturing; reports of violence or threats to landlords or neighbors; allowing persons not on the rental agreement to reside on the premises; failure to give proper notice when vacating the property.
6. Previous landlords would be disinclined to rent to you again for any other reason pertaining to the behavior of yourself, your pets, or others allowed on the property during your tenancy.

7. THE MONTHLY RENT EXCEEDS 33% OF YOUR GROSS MONTHLY INCOME  
BASED ON LAST SIX MONTHS INCOME.

8. YOU DO NOT HAVE A MINIMUM TWELVE MONTHS RENTAL HISTORY.

**EARNEST MONEY DEPOSIT** There is earnest money deposit required that is conditionally refundable. If you are accepted the earnest money will be applied to your security deposit (or rent). If you withdraw your application after you have been accepted, certain deductions, allowed by law, may be made.

You may review a copy of the rental agreement and all written rules and regulations before you complete this application or pay any earnest money.

I have read and understand the screening criteria.

(1) \_\_\_\_\_  
Signature

\_\_\_\_\_ Date

(2) \_\_\_\_\_  
Signature

\_\_\_\_\_ Date