

APPLICATION SCREENING GUIDELINES

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APPLICATION PROCESS

- Applications are offered to everyone who enquires about the rental.
- Applications are reviewed in the order in which they are received.
- If we are unable to verify information on an application, the application may be denied.
- If we are unable to verify information on an application, we will move onto the next application.
- We may require up to 7 days to process applications.

SCREENING GUIDELINES

- Each adult (18+) must submit an individual application, we will not review incomplete applications.
- We will accept the first qualified applicant(s).
- **Complete application includes:** The application form completely filled out, proof of income copies provided (i.e., two pay stubs), two copies of ID provided (one must include photograph.)

Prior Rental History

- Rental history of 3 years must be verifiable from unbiased/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 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 3 times the rent including utility fees.
- 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.
- Minimum 600 credit score required.
- Exceptions may be made for applicants with qualified co-signers or increased deposit/payments.

Smoking and Pets

- We do not allow smoking on the premises, and we do not rent to smokers of any substance.
- Pets require \$250 additional refundable security deposit and must provide proof of current immunizations. \$25 pet rent will be assessed. Pets may not have history of causing damage/injury to people, property, or animals.

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 and employers.
- If applicant passes initial review, we then obtain a credit report, a criminal records report, and public records report for a fee of \$40 per applicant 18 years of age and over.
- Applicant's behavior at personal interview will be taken into consideration for screening.

RENTAL INSURANCE

Rental Insurance is required for \$100,000 per occurrence, and Landlord shall be listed as interested party on policy.