

## Tenant Screening Policy

We work with neighbors and other landlords in the area to maintain the quality of the neighborhood. We make sure that people do not use rental units for illegal activity. To that end, we have a thorough screening process. If you meet the criteria and are accepted, you will have the peace of mind of knowing that other renters in this area are being screened with equal care and, as a result, there may be a reduced risk of illegal activity occurring in the area. Please review our list of criteria and if 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, or familial status.

**A complete application is required for each adult 18 years of age or older.** If a line is not filled in, and the omission is not explained satisfactorily, we will return the application to you; rental application fees will not be returned.

**Each applicant must provide a photo ID** (driver's license or other government issued photo identification) prior to move-in. Failure to do so is grounds for rejection.

**Your rental history must be verified by unbiased sources.** If you are related by blood or marriage to one of the previous landlords listed above, or your rental history does not include at least two previous landlords, we will require a qualified cosigner on your rental agreement (qualified cosigners must meet all applicant screening criteria) or an additional security deposit of \$\_\_\_\_. 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 must furnish mortgage company references and proof of title ownership or transfer.

**You must have sufficient income/resources.** If the combination of your monthly personal debt, utility costs, and rent payments will exceed \_\_\_\_% of your monthly income before taxes, we will require a qualified cosigner on your rental agreement or an additional deposit of \$\_\_\_\_. If the combination exceeds \_\_\_\_% of your monthly income, your application will be denied.

**We must be able to verify independently the amount and stability of your income** through sources such as pay stubs, employer/source contacts, or tax records. If you are self-employed, you will be required to submit a business license, tax records, bank records, or a list of client references.

Section 8 applicants must allow information access and sign a consent form allowing the local public housing agency to verify information regarding their rental history.

**False information is grounds for denial.** Your application will be denied if you misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated immediately.

**Criminal convictions for certain types of crimes will result in denial of your application.**

Your application will be denied if, in the last \_\_\_\_ years, you have been convicted of any type of crime [including the manufacture or distribution of controlled substances] that would be considered a serious threat to real property or to other residents' peaceful enjoyment.

**Certain court judgments against you may result in denial of your application.** If in the past \_\_\_\_ years, you have been through a court-ordered eviction or had any judgment against you for financial delinquency, your application will be denied. This restriction may be waived if there has not been more than one such incident, the circumstances can be justified, *and* you provide a qualified cosigner on your rental agreement.

**A poor credit record (overdue accounts) may result in denial of your application.** Credit records showing occasional payments within \_\_\_\_ days past due will be acceptable, provided you can justify the circumstances. Records showing payments after \_\_\_\_ days are not acceptable.

**Poor references from previous landlords may result in denial of your application.** You will be turned down if previous landlords report significant complaints such as repeated disturbance of the neighbors' peace, reports of prostitution, drug dealing, or drug manufacturing, damage to the property beyond normal wear and tear, reports of violence or threats to landlords or neighbors, allowing persons not on the lease to reside on the premises, and failure to give proper notice when vacating the property. Also, you will be turned down if a previous landlord would be disinclined to rent to you again for any reason pertaining to lease violations by you, your pets, or others allowed on the property during your tenancy.

**We will accept the first qualified applicant.**

If your application is accepted, you will be required to sign a rental agreement in which you will agree to abide by the rules of the rental unit or complex. A complete copy of our rental agreement is available for anyone who would like to review it. In particular, in addition to the other important requirements, please note that your rental agreement will:

- Require that you prevent all household members, guests, and visitors from engaging in any lease-violating behavior
- Forbid you and any member of your household, or your guests, from engaging in illegal drug use, sale, manufacture, distribution, or other criminal activity on or near the property.
- Limit your ability to allow guests to stay for long periods without the advance permission of the landlord.
- Provide that serious or repeated violations of the lease requirements on these items, or any other item addressed by the rental agreement, will result in termination of your rental agreement.

Please read the rental agreement carefully, because we take each part of the agreement seriously. The agreement has been written to help us prevent illegal activity from disturbing the peace of our rental units and to help make sure that our tenants are given the best housing we can provide.