Rental Screening Guidelines

In order for your Application to be considered complete, you must provide the following:

- Answer all questions fully & truthfully. Applicants must be able to enter a legally binding contract
- Attach a copy of valid photo government issued ID
- Attach copies of proof of ALL sources of income (See below for what qualifies as proof)
- All members of the household over 18 must apply. You may apply at any time; however, you will not have a place in line until all adults submit completed Applications.
- A background check may be pulled
- We process on a first-come first-serve basis
- The denial of one applicant will result in the denial of the entire household
- Non-response or inability to verify rental and/or employment history may result in denial of the application

Identification: We accept any government issued photo ID that is current. Please submit both front & back of ID if applicable.

Income Requirements: Gross monthly household income must be equal to or greater than three (3) times the monthly rent. All income must be from verifiable legal sources.

- If employment income is being used, we will need you to provide your two (2) most recent pay stubs.
- For Self-Employed Persons: submit your most recently filed federal tax returns (both business and personal). Any business names and corporate filings will be verified through the state. If you draw a wage or salary from your business, income will be based on pre-adjusted gross income as reported on the personal tax return. If no wage is drawn, six (6) months of bank statements will be required and the average monthly ending balance will be used to verify monthly income.
- Non-Employment Income; Liquid Assets; Other: If non-employment income is being used, you must provide information verifying the right to receive the income and that the obligations of the payer are current. To qualify based on liquid assets, the household must have liquated assets equal to 24 months of rent.

Rental History Requirements: Provide Landlord references for three (3) years or more of positive rental history or home ownership. List all addresses that may appear on your credit report. You must have at least five (5) years of eviction free rental history.

Criminal History Requirements: Any and all criminal activity requires a written explanation. Make sure to provide your written explanation along with your proposed course of action and/or a summary of any completed legal requirements resulting from the offenses.

Rental Insurance Requirements: Our properties require Renter's Insurance.

Marijuana Disclosure: No marijuana, medical or otherwise, may be grown, stored or consumed on the premises.

Smoking: Our properties do not allow smoking, vaping, etc.

DENIAL POLICIES

Your application may be denied if we are unable to verify any of the required information. Inaccurate, incomplete or falsified information may be grounds for denial of all applications.

Credit/Income:

- 3 or more accounts in collection may result in denial of the application.
- If household monthly income is not equal to three (3) times or greater the monthly stated rent.
- Any open bankruptcies or any discharged bankruptcies within the last three (3) years.
- 4 or more late payments in a 12-month period may result in denial of the application

Rental History:

- Past due rent or an outstanding balance will result in a denial of the application.
- Any eviction judgments within the most recent five (5) years.
- If your landlord reference(s) fail to give a reference within two (2) business days, or if current or previous landlord gives a negative reference, the application will be denied.
- Rental history demonstrating lease violations will result in denial.
- Three (3) or more late payments, 144-hour Notices, or 72-hour Notices within the previous 12 months of application will result in denial.
- Three (3) or more late MORTGAGE payments within the previous 12 months of application will result in denial.

Criminal History:

Criminal convictions or pending charges which may result in an application denial include, but are not limited to: drug-related crimes, person crimes, sex offenses, any crimes involving financial fraud (including identity theft or forgery), or any other crime if the conduct for which the applicant was convicted or charged is of a nature that would adversely affect the property of the landlord or a tenant, or the health, safety, or right of peaceful enjoyment of the premises of the residents, the landlord, or the landlord's agent.

Dealing with a Denial

Contact us in writing to dispute the decision made and provide us with any and all documents to support your dispute. Applicants have 30 days to issue a written dispute. *Please note, once denied you no longer have a spot in line.* If we decide to overturn the decision on your application, your application will then be put at the back of the line. Contact us at info@thecampuslofts.com

Upon Approval

Once approved and offered the property, applicants have 24 hours to accept and pay their deposit with certified funds. If applicants fail to secure the property with the required deposits within the 24-hr time period, we will move on to the next application.

EMAIL ALL SUPPORTING DOCUMENTATION TO: info@thecampuslofts.com

EQUAL HOUSING OPPORTUNITY - We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, national origin, sexual orientation or gender identity.