

## Application Process & Qualification Standards

**Thank you for your interest in renting one of our apartments! Below is a detailed explanation of our application process as well as our standards for qualification.**

### Application

Each person over the age of 18 who will be living in the home must complete an application. In order to qualify, each person must meet or exceed the minimum standards for qualification. Incomplete applications will not be processed. Applications containing false information will immediately be disqualified. Please expect 1-3 days for the application process.

### Tenant Screening

We use the TVS Nationwide Tenant Screening Service to screen all applicants in a fair and consistent manner. If you are selected as the best candidate based on the information you provide, each person over the age of 18, will receive an email sent to the email address(es) you supplied on the application with instructions on how to order your credit, criminal, and eviction reports. Candidates must pay all required fees to TVS and agree to share the reports with us. A copy of your rights under the Fair credit Reporting Act has been provided with the application.

Processing the Application will include direct contact with employers, current landlord, previous landlords, friends, personal and professional references, law enforcement agencies, government agencies, consumer reporting agencies, public records, eviction records, and any other sources that may be deemed necessary. A consumer report will be used in the processing of all applications.

### Deposit to Hold

After approval, if tenant will not be taking occupancy within 24 hours, a non-refundable Deposit to Hold in the amount equal to one month's rent will be required within 24 hours to hold the property until a mutually agreed upon move-in date. The maximum amount of time a rental will be held is 14 days. After all move-in requirements have been met and a lease for the property completed, the Deposit to Hold will transfer to the security deposit to be held throughout the tenant's entire tenancy. If the Prospective Tenant fails to provide the Deposit to Hold within 24 hours of approval, the home will be offered to the next qualified applicant. Should the Applicant elect to pay the Deposit to Hold with their application (prior to processing), the Deposit to Hold will be refunded in full within 14 days if they fail to qualify.

### Qualification Standards

Applicants who do not meet minimum screening standards will not be approved.

1. *The application must be completed by all persons 18 years or older who will live in the apartment.*
2. *The application must be complete. Incomplete forms will not be considered.*
3. *Applicant must have a valid social security number.*
4. *Applicant's monthly household income must exceed three times the rent.*
5. *Applicants must receive positive references from all previous landlords for the previous 5 years.*
6. *Applicant may not have any evictions or unpaid judgments from previous landlords.*
7. *Applicant must exhibit a responsible financial life. Credit score must be a minimum of 600.*
8. *A background check will be conducted on all applicants over 18. Applicant's background must exhibit a pattern of responsibility.*
9. *Occupancy is limited to 2 people per bedroom.*
10. *Completed applications should be returned with:*
  - a. *Proof of income in the form of a copy of pay stubs or other verifiable document.*
  - b. *A copy of current photo identification*