



**The following items are required by each applicant as criteria for tenant selection. Please review before applying for a lease:**

**Income** – Applicants must have a minimum combined gross income of three (3) times the monthly rent. All applicants will be asked to produce consecutive and most-recent pay stubs for the last 4 weeks from application date. Additional sources of verifiable income may be considered. These sources may include child support, grants, pensions, GI benefits, disability, trust funds, social security and savings accounts. In some cases, applicants may be asked to produce additional financial statements/records. If self-employed or retired you must provide previous years' tax returns, W-2 or previous six months bank statements indicating a stable income source. Additional documentation may be required.

**Employment** – You must have a current, verifiable employment history, unless self-employed or retired. If an applicant is to begin work shortly, the applicant must provide a "letter of intent" to hire from the employer with a start date within 30 days of move in date. Such an offer letter must also include the applicant's expected salary/wages, position/title, and company contact information (for the hiring manager or Human Resources representative). An applicant who does not meet all requirements (such as full-time student) will require a cosigner who meets all requirements. Additional documentation may be required.

**Credit** – A credit report will be completed on all applicants to verify credit ratings. Income plus verified credit history will be considered to determine rental eligibility and security deposit levels. The application may be denied for unfavorable accounts which include, but are not limited to collections, charge-off, repossession, and current recent delinquency, and open bankruptcies. On applicants with little or no credit history, an additional security deposit may be required.

**Criminal History** – A criminal background check will be conducted for each applicant and occupant ages 18 years or more. The application will be denied for any felony conviction up to six (6) years prior to the application date, or any felony conviction for sex- and terrorism- related offences, regardless of time. All criminal records are evaluated from the date of disposition, regardless of the applicant's or occupant's age at the time such offense was committed.

**Rental History** – Applicants must have verifiable rental or mortgage payment history for the last 36 months. The application will be automatically denied for any evictions, broken leases, or outstanding debt to a previous landlord within the past five (5) years. When little or no rental history exists, an additional security deposit may be required.

**Age** – Applicants must be 18 years of age; all applicants who are not immediate family or who are 18 years of age or older must: a) complete an application, b) pay the application fee, and c) be listed on the lease as an occupant.

**Renter’s Insurance Requirement** – Residents are required to obtain and maintain the renter’s insurance policy covering loss or damage of personal property. A minimum of \$200,000 of Personal Liability Insurance coverage is required with Landlord identified as a “Party of Interest” or “Interested Party” (or similar language as may be available) on the renter’s liability insurance policy.

**APPLICATION DOES NOT CREATE A LEASE:**

This application, even if accepted, shall under no circumstances be considered a lease agreement between Applicant and Landlord, or an offer to lease. No lease shall exist between Applicant and Landlord unless and until the parties enter into a formal Lease Agreement and Applicant pays all required fees, deposits, and advance rent.

**COMMITMENT TO EQUAL HOUSING:**

Landlord and Landlord’s agents are committed to providing equal housing opportunities to all rental applicants regardless of race, color, religion, national origin, sex, handicap, familial status, or other protected status.

**REASON FOR DENIAL:**

If this Application is denied, Landlord or Landlord’s agent shall within ten (10) days thereafter and upon the written request of applicant, state the basis for said denial to Applicant.

***Your application may be rejected for any of the following:***

- a) Eviction by a prior landlord.
- b) Outstanding debt or unpaid damages to a previous landlord.
- c) Criminal record, felony, or misdemeanor.
- d) Being registered as a sex offender.
- e) Conviction, possession or distribution of a controlled substance.
- f) Conviction of spousal abuse or violent crime.
- g) Currently pending the outcome of a felony or misdemeanor charge.
- h) Bankruptcy in the past 5 years that has not been discharged/released.
- i) Individual social security number.
- j) Outstanding federal tax lien, the repayment terms for which are not current.
- k) False information on your application.
- l) Incomplete application.
- m) Missing signature on all pages of the application and on this form.
- n) Failure to pay the application fee.



**FALSIFICATION OF APPLICATION:**

Any falsification in Applicant's paperwork will result in the automatic denial of Application. If an Applicant falsifies his/her paperwork, owner has the right to hold all deposits and fees paid to apply towards liquidated damages.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date