

# APPLICANT SCREENING CRITERIA

Applicant Name: \_\_\_\_\_  
*Print Name*

Date: \_\_\_\_\_

Owner/Agent Name: \_\_\_\_\_ Address of Premises: \_\_\_\_\_

The Applicant Screening Criteria below sets forth both the minimum requirements that must be met in order for your rental application to be accepted and what may cause your application to be denied. Screening criteria is used to assist in the evaluation of each rental application.

## **REQUIREMENTS:**

1. **APPLICATION:** Each adult eighteen (18) years of age or older must complete a rental application in its entirety. Your application will be denied if all portions are not fully completed. If you misrepresent any information on the rental application your application will be denied.
2. **PERSONAL IDENTIFICATION:** You must provide two (2) forms of personal identification one of which must contain a photo. You must also provide a copy of a utility bill (or other bill acceptable to landlord) with your name and current address on it dated within the last two (2) months.
3. **RENTAL HISTORY:** You must provide contact information for both your current and prior landlord. Your application will be denied if, after making a good faith effort, your current and prior landlord cannot be contacted to verify your rental history. If your current or prior landlord report that you or your guests or invitees engaged in behavior in violation of your rental agreement including, but not limited to, disturbing the quiet use and enjoyment of the premises by other tenants and/or neighbors, allowing persons not listed on your rental agreement to reside with you, and/or failure to give your landlord proper notice prior to vacating, your application will be denied. If you previously owned a home you must provide contact information for the mortgage company, if applicable, as well as proof of ownership.
4. **PRIOR EVICTIONS:** If a judgment of eviction has been entered against you within the last five (5) years your application will be denied.
5. **INCOME:** If you are employed your income must be verifiable. You must provide contact information for any and all employers for any job that you would like to be considered. Your application will be denied if, after making a good faith effort, your employer cannot be contacted to verify your income. You must also provide acceptable written documentation including, but not limited to, a paycheck stub dated within the last 30 days or your most recent tax records. If you are self-employed you may have to provide a business license, tax records, bank records, and/or client references.
6. **FINANCIAL BACKGROUND:** Your application will be denied if a money judgment has been entered against you within the last five (5) years and you have not satisfied the judgment by paying all monies owed. Your application will also be denied if your credit report indicates that you have an account that is past due more than sixty (60) days. If you have only one minimally past due account your application may still be considered if a reasonable explanation for the delinquency is provided.
7. **CRIMINAL CONVICTIONS:** Your application will be denied for the following reasons: (1) you have been convicted of manufacturing or distributing a controlled substance as defined in sec. 102 of the Controlled Substances Act (21 U.S.C. § 802); (2) you have been convicted of a felony or released from custody or supervision for a felony conviction, whichever occurred later, within the past six (6) years, and the crime shows a demonstrable risk to tenant safety and/or property; or (3) you have been convicted of a misdemeanor within the last three (3) years and the crime shows a demonstrable risk to tenant safety and/or property. For felony or misdemeanor convictions, other than for the manufacturing or distributing of a controlled substance, consideration will be given to the nature and severity of the crime, your age at the time of the criminal activity, and the amount of time that has passed since the criminal activity occurred. Additional factors may also be considered on a case by case basis. It is your responsibility to provide any supporting information or documentation regarding any prior criminal convictions that you would like to be considered.

**I have read and understand the above screening criteria.**

\_\_\_\_\_  
*Applicant Signature*\_\_\_\_\_  
*Date*

**When To Use:** This form may be given to a rental applicant and sets forth both the minimum requirements that a rental applicant must meet in order for their application to be accepted and what may cause their application to be denied.