**RESIDENT QUALIFICATION CRITERIA**

**Chino Valley Park**

**Applications**

* An application must be completed for each occupant 18 years of age or older.
* A non-refundable application fee of $40 per applicant must be paid before an application will be processed.
* All Applicants are required to present a valid government-issued identification
* An application does not constitute a rental agreement or offer to rental agreement. No rental agreement shall exist unless and until Landlord and Applicant execute a rental agreement and Applicant pays all required funds.
* Falsification of any information on an application may result in Applicant’s automatic denial. If an Applicant is denied for falsifying paperwork, Landlord may retain all deposits and fees paid.

**Criminal** **history**

* A criminal background check will be completed for each Applicant.
* In evaluating an Applicant’s criminal history, Landlord will conduct an assessment of the risk to persons or property posed by an Applicant that may consider: (1) the type of crime; (2) the severity of the crime; (3) the facts or circumstances surrounding the crime; (4) the length of time that has passed since the crime; (5) the age of the Applicant at the time of the crime; and (6) evidence of rehabilitation efforts.
* Recent convictions for the manufacture or distribution of a controlled substance will result in an automatic denial of the application.
* Landlord will not deny an Applicant solely on the basis of arrests or pending criminal actions.
* Denied Applicants may petition Landlord for reconsideration by providing additional information to assist Landlord in its review of criminal history.

**OFAC**

An OFAC (Office of Foreign Assets Control) search will be completed for each Applicant. The application will be denied if any Applicant appears on an OFAC list.

**Equal Housing**

Landlord and Landlord’s agents are committed to providing equal housing opportunities to all Applicants regardless of race, color, religion, national origin, sex, handicap, family status, or other protected class status under applicable law.

**Gross Income**

* Gross income must be at least 3 times the rent. (All sources of income do count, such as social security retirement/disability, support payments, etc).
* Employed Applicants may be asked to produce pay stubs for the past four (4), consecutive weeks.
* Some income results may require further verification.
* Additional legal sources of verifiable income may be accepted. Examples include social security, child support, disability, retirement, bank statements, and any other legal, verifiable income.
* Applicant must provide three (3) consecutive months of bank statements if an additional source of income cannot be confirmed from its source.
* Applicants starting a new job may be required to provide an Offer Letter on employer letterhead confirming start date and compensation terms.
* In instances where sufficient income requirements cannot be met, Landlord may elect to accept pre-paid rent or a Guarantor.

**Credit**

* A credit report will be completed on all Applicants to verify creditworthiness.
* Security deposit levels may vary based on an Applicant’s credit report.
* Applicant may be denied if a credit score cannot be obtained.
* Some credit results may require further verification.
* You cannot have bad credit.

**Rental History**

* Good, verifiable rental history or home ownership is required.
* Previous evictions, broken rental agreements, monies owed to former landlords, notices to comply may result in an automatic denial of the application.
* Applicant may be denied for an outstanding debt/judgment to any prior landlord.

**Co-signers**

* Co-signers may be accepted for lack of income purposes only. Co-signers must apply and have a credit score of greater than 650 and provide an income of at least 4 times the monthly rent.
* A Co-signer must submit an application and pay a non-refundable application fee.
* Landlord allows only one Guarantor per household.
* A Guarantor will be required to sign the rental agreement.

**Occupancy Guidelines**

The maximum occupancy is two (2) persons per bedroom, plus one additional person per home.

**Pets**

No more than two (2) dogs or (two) cats weighing 15 pounds are less are allowed per home.

Owner has the right to accept or reject any application.

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