

Screening Criteria
Revision Date: 06/12/2019

Fair Housing Statement

We are an equal housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. We also comply with all state and local fair housing laws.

Application Requirements

- 1) Valid photo identification required for each applicant.
- 2) A complete and accurate application for each of the proposed occupants aged 18 or older.
- 3) Each applicant will be required to qualify individually.
- 4) Applicant must be able to enter a legal and binding contract.
- 5) Incomplete, inaccurate or falsified information will be grounds for denial.
- 6) Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacture or distribution of a controlled substance will be denied.
- 7) Any individual who may constitute a direct threat to the health and safety of an individual, the complex, neighborhood or the property of others will be denied.
- 8) An application insufficient in Credit and Rental Requirements may be approved with a cosigner or additional deposit equal to one month's rent at Landlord's discretion.
- 9) The denial of one applicant will result in the denial of the entire application.

How to apply

Submit all of the following for everyone 18 years and older

- Complete and signed applications for all applicants
- Screening fee of \$40.00 for each application submitted, paid in guaranteed funds.
- Proof of income

We must also be able to verify Identity using a government issued photo ID

Please personally deliver or mail all materials to the contact address provided at the top of this form

Eligibility

- Complete applications packages are screened in the order they are received.
- Only applicants that meet the screening criteria listed below will be considered for tenancy.
- You must be prepared to take possession on: The first of the month for a term of one year.
- All adults who were submitted as applicants must sign our standard rental agreement if approved.

Screening Criteria

- 1) **Application Form:** All applicants must fill out an application form completely and legibly, be signed and dated.

- 2) **Credit/Bill Paying History:** Each applicant must have a good credit and bill paying history. We request our reports directly from the Credit Bureau. We do not accept credit reports from other companies or applicant-supplied reports. *A FICO score of 650 is considered acceptable.* However, a credit score of 650 or higher does not in any way guarantee acceptance for tenancy. Similarly, a credit score of 649 or lower does not guarantee denial for tenancy. All facets of the Tenant Application are considered during the screening process .
- 3) **Rental History:** Each applicant must have good rental history with no eviction filings. Applicants must complete a rental verification form. If you have not rented recently, please provide proof of ownership such as mortgage statement or escrow closing statement. Unfavorable rental references can be cause for rejection. Eviction filing can be cause for rejection.
- 4) **Income:** Income is only considered if it is from a legal source, verifiable and paid directly to an applicant. Present income for each applicant will be verified. We require the sum of the gross income from all applicants to be at least 2 and a half TIMES the amount of rent in order to qualify. Copies of the last months' pay stubs are required for income verification. Self-employed applicants must provide last *two years* tax return. Unemployed applicants must provide other verifiable statement of benefits or income. Application will be denied if the legal source of income cannot be verified.
- 5) **Criminal:** Upon receipt of the rental application and screening fee, landlord may conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime. Any conviction, guilty plea or no-contest plea may be grounds for denial depending on the nature of the offence and how recently the charge was made.
- 6) **Address Verification:** Please provide a copy of a utility bill or telephone or cell phone bill or bank or credit card statement indicating current address.
- 7) **Occupants/Occupancy:** All occupants must be named regardless of age. We use the DFEH standard of 2+1 to determine occupancy limits
- 8) **Smoke Free Policy:** Smoking is NOT allowed inside this property.
- 9) **Pets:** Pets are NOT accepted.
- 10) **Other cause of Rejection:** An application will be rejected if any requested documentations are not received within 24 hours of the application. Uncooperative behavior will immediately result in rejection.