

Rental Acceptance Criteria

Fair Housing Statement:

We are a fair housing provider. We do not discriminate against persons on the basis of race, color, religion, national origin, sex, familial status, disability, creed, marital status, public assistance, ancestry, and sexual or affectional orientation.

Application Requirements.

Your application must be filled out completely and accurately. An incomplete application may be rejected or not processed. Any misstatements or omissions made on your application, whether or not discovered before you move into the building, is grounds for denial of an application or termination of an existing lease. Information must be legible and verifiable. If information given on the application cannot be checked out and verified, this is a reason for rejection. Omission of information, such as an address or employer, may be grounds for rejection.

Income:

- Total combined gross monthly income must be at least two and a half (2.5) times the amount of monthly rent (i.e.: \$700 monthly rent x 2.5 = \$1,750 monthly income). Subsidy recipient's income must be 2.5 times the amount of the rent portion they are responsible to pay.
- Income must be verifiable in writing, which may include a pay stub, verification form on company letterhead, letter of benefit assignments or tax statements.
- Examples of income include, but are not limited to: wages, salaries, tips, Social Security benefits, retirement, pension or savings accounts, stocks, bonds, child support or alimony payments, unemployment benefits, or public assistance.
- Savings accounts may be considered in lieu of active employment with verification of bank balances (savings, check, money market, certificates of deposit) totaling at least six (6) times the monthly rent.
- Applicants who do not meet the income requirements will be required to provide a co-signer on the lease who does meet the criteria.

Housing History:

The following items may disqualify rental acceptance:

- Previous unpaid eviction(s) within the last two (2) years.
- Outstanding balance owed to previous or current landlord.
- History of lease violations or broken lease terms (i.e. late payments, NSF checks, noise complaints, skips or any negative reference).
- Applicants with no previous rental history will be required to provide a co-signer who meets the income and credit requirements of the Rental Acceptance Criteria, or furnish additional funds as determined by Landlord including, but not necessarily limited to an increased security deposit at twice the deposit amount in effect at the time of approval or last month's rent paid in advance.

Credit History:

The following items may disqualify rental acceptance:

- Bankruptcy: Applicant is eligible immediately after the date of the order of discharge for Chapter 7 bankruptcy, 2 years after the date of the order of discharge for a Chapter 13 bankruptcy.
- Credit history will be weighed in conjunction with all other rental criteria. Landlord reserves the right to deny any applicant based solely on a history of any delinquent credit activity. (Medical expenses and foreclosures are exempt).
- Applicants with no previous credit history will be required to provide a co-signer who meets the income and credit requirements of the Rental Acceptance Criteria, or furnish additional funds as determined by Landlord including but not necessarily limited to an increased security deposit at twice the deposit amount in effect at the time of approval or last month's rent paid in advance.

Criminal History:

- All applicants require a criminal background check. If residency in current state does not exceed five (5) years, additional reports are required from all previous states that applicant resided in the last 5 years.
- Felony convictions will disqualify an applicant for life from being a resident including, without limitation felony DWI's. Registered Sex Offenders will be disqualified for life.
- Misdemeanor convictions or gross misdemeanor convictions will disqualify an applicant for up to three (3) years on crimes against persons, property, or drug related illegal activity. The time period starts upon the date of the disposition of the crime.

Proper Identification and Application Process:

Every person over 18 must be screened and must provide one or more of the following in addition to a government-issued photo ID:

- Valid Social Security Card
- Passport
- Permanent Resident Card
- Visa

Business Relationship:

The relationship between a landlord and tenant is a business relationship. A courteous and businesslike attitude is required from both parties. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, has been drinking, is argumentative, or in general displays an attitude at the time of the unit showing and application process that causes management to believe we would not have a positive business relationship.

Occupancy:

Maximum number of residents equal to two persons per bedroom.

Initial _____

**AGREEMENT FOR:
PRELEASE DEPOSIT AND RENTAL ACCEPTANCE CRITERIA**

Prelease Deposit:

I acknowledge and understand that the prelease deposit is fully refundable in the event that management denies my rental application and that it will be returned to me within seven (7) days of the denial.

I further understand that if I decide to cancel my rental application, for any reason, after 24 hours from the time I submitted by deposit and rental application I will forfeit the entire amount of the prelease deposit.

Upon approval of my rental application, my prelease deposit will become my security deposit and will be held in accordance with the terms of my lease.

Payment made by Check #: _____

Payment Amount: \$ _____

Applicant(s) Signature

Date

Agent's Initials

Applicant(s) Signature

Date

Agent's Initials

Acceptance Criteria:

I acknowledge receipt of the Rental Acceptance Criteria and fully understand the guidelines. I am aware that management utilizes a resident screening service and that if I have a question regarding the information reported to management about me, I can request the name and address of that screening service from management.

Applicant(s) Signature

Date

Agent's Initials

Applicant(s) Signature

Date

Agent's Initials

APPLICATION FEE AGREEMENT

Application Fee:

A non-refundable application fee of \$45 per applicant is required prior to processing your application.

Payment made by Check #: _____

Payment Amount: \$ _____

Applicant(s) Signature

Date

Agent's Initials

Applicant(s) Signature

Date

Agent's Initials

Initial _____

This application must be filled out completely. Driver's License or ID required to complete an application.

OFFICE USE ONLY			
BUILDING ADDRESS: _____		APT. #: _____	
LEASE DATE FROM: _____		TO: _____	
MONTHLY RENT \$: _____		GARAGE \$: _____	
APPLICATION FEE \$: _____		(Fee is non-refundable)	
REferred BY: _____		LEASING AGENT: _____	
DEPOSIT DATE: _____		DEPOSIT AMT \$: _____	
(ONE PERSON PER APPLICATION PLEASE)			
APPLICANT LAST NAME		MAIDEN/PREFIX	FIRST NAME
HOME PHONE		CELL PHONE	EMAIL ADDRESS
SOCIAL SECURITY # OR INS #		DATE OF BIRTH	DRIVER'S LICENSE #
CURRENT ADDRESS		CITY	STATE
UNIT #		FROM	TO
RENT \$		LANDLORD / PROPERTY NAME	PHONE NUMBER
PREVIOUS ADDRESS		CITY	STATE
UNIT #		FROM	TO
RENT \$		LANDLORD / PROPERTY NAME	PHONE NUMBER
CURRENT EMPLOYER		PHONE	POSITION
ADDRESS		PART / FULL TIME	SUPERVISOR
PREVIOUS EMPLOYER		PHONE	POSITION
ADDRESS		PART/FULL TIME	SUPERVISOR
OTHER INCOME / SOURCE		PHONE	CONTACT
ADDITIONAL OCCUPANTS		EMERGENCY CONTACT NAME & NUMBER	
VEHICLE INFORMATION		LICENSE PLATE #	YEAR
MAKE & MODEL			
Have you ever filed bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	Have you ever been evicted or asked to move? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever refused to pay rent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	Do you have a legal right to be in the United States? <input type="checkbox"/> Yes, I am a US Citizen <input type="checkbox"/> Yes, I have valid documentation from the U.S. Dept. of Immigration and Naturalization (INS) that allows me to be in the country. <input type="checkbox"/> No

Informed Consent & Signed Release

I AUTHORIZE RHR INFORMATION SERVICES (RHR) TO DO A COMPLETE INVESTIGATION OF ALL INFORMATION PROVIDED ABOVE. I HAVE PERSONALLY FILLED IN AND/OR REVIEWED ALL INFORMATION LISTED ABOVE. I UNDERSTAND FAILURE TO COMPLETE THIS FORM COMPLETELY AND TRUTHFULLY MAY RESULT IN DENIAL AND/OR FORFEIT OF DEPOSIT. A COMPLETE INVESTIGATION MAY INCLUDE ANY OR ALL OF THE FOLLOWING: CREDIT REPORT, VERIFICATION OF EMPLOYMENT AND INCOME, CRIMINAL RECORD SEARCH, RENTAL HISTORY REFERENCES (INCLUDING MHPA) AND PERSONAL INTERVIEWS WITH ABOVE REFERENCES. I UNDERSTAND THAT I/WE HAVE A RIGHT TO MAKE A WRITTEN REQUEST WITHIN 30 DAYS TO RECEIVE INFORMATION PERTAINING TO THIS REPORT IF I AM NOT ACCEPTED BASED ON INFORMATION CONTAINED IN THE REPORT. I AUTHORIZE RHR TO PROVIDE TO THE CREDIT GRANTOR FEDERAL AND STATE RECORDS OF EMPLOYMENT AND INCOME HISTORY, INCLUDING STATE EMPLOYMENT SECURITY AGENCY RECORDS. THIS AUTHORIZATION IS FOR THIS TRANSACTION ONLY AND CONTINUES FOR (1) YEAR UNLESS LIMITED BY STATE LAW, IN WHICH CASE THE AUTHORIZATION CONTINUES IN EFFECT FOR THE MAXIMUM PERIOD, NOT TO EXCEED (1) YEAR, ALLOWED BY LAW. MY SIGNATURE BELOW AUTHORIZES ALL ABOVE LISTED COMPANIES TO RELEASE RENTAL PAYMENT INFORMATION, JOB HISTORY INFORMATION (INCLUDING SALARY) AND CRIMINAL RECORD INFORMATION. I UNDERSTAND THAT THE DEPOSIT THAT ACCOMPANIES THIS APPLICATION WILL BE REFUNDED IF THIS APPLICATION IS NOT ACCEPTED BY THE OWNER. HOWEVER, ONCE I AM NOTIFIED OF MY ACCEPTANCE I UNDERSTAND THAT MANAGEMENT AGREES TO TAKE THE APARTMENT OFF THE MARKET. IF I DECIDE NOT TO MOVE IN, ANY DEPOSIT RECEIVED WILL BE HELD AS LIQUIDATED DAMAGES.

APPLICANT SIGNATURE _____

DATE _____

Application Completion Check List:

- Rental Acceptance Criteria Completed
- Rental Application Completed
- Copy of ID attached
- Prelease deposit paid
- Application fee paid