

Hartley Properties & Hartley Partners Screening and Rental Criteria Policy

Rental applications need to be filled out completely and accurately. We will not process incomplete applications. 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 tenancy. We must be able to verify your information and if not verifiable, your application can be denied. If you cannot complete an online application, paper copies are available.

1. Identification: Every adult that will be living in the apartment is required to complete an individual rental application and to provide a government issued photo ID. Applications submitted online must be paid for by credit card. Management will not take an application and fee unless we have a unit available, or reasonably believe that a unit will be available.
2. Screening Services: The companies use Experian at 475 Anton Blvd., Costa Mesa, CA 92626 and Experian.com.
3. Age: No person under 18 years of age may solely lease or be approved as a tenant without a parent or legal guardian as an occupant on the lease. In Minneapolis, an emancipated minor may apply and sign a lease with a valid, current Court Order.
4. Lease Paperwork: Applicants approved for an apartment will not be entitled to an apartment until they sign all the lease paperwork and pay a security deposit and any rent required at the time of signing. Once paid, security deposits are non-refundable until the end of the rental tenancy.
5. Criminal Background Check: Felonies, sexual misconduct and crimes violent in nature may be grounds for denial of your application. Management's criteria with regard to public record/criminal history may be more restrictive than the criteria set forth by the city of Minneapolis and, if an applicant believes they have an adverse public record/criminal history, they may ask Management to consider supplemental evidence and may provide such evidence and documentation for consideration. Supplemental information **MUST** be submitted within 24 hours of application and staff should be notified of submission. In such cases an individualized assessment will be conducted that will consider the nature and severity of the incidents that would lead to a denial, the number and type of incident, the time that has elapsed since the incident occurred and the age of the individual at the time the incident occurred.

Any notice of denial will comply with state and federal laws regarding accepting of a screening fee and use of a residential screening company or use of a credit report and, for denied applicants in Minnesota that submitted supplemental evidence, include the following: the basis for denial and an explanation of the reasons that the supplemental evidence did not adequately compensate for the factors that informed the company's decision to reject the application.

6. Credit History Background Check: Credit history will be checked. A credit score alone and/or insufficient credit history is not a basis for denial of an application. However, an open balance from a prior housing provider, unpaid utilities, open collections, judgments or a recent or pending bankruptcy can form the basis for denial.
7. Housing History: You must provide the name and last known telephone number of each landlord/property manager for each address you have had for the last three years. Roommate references are not acceptable. We highly value positive rental references. First-time renters and renters who have dorms listed, or other non-traditional housing arrangements in their housing history, are not excluded from renting.
8. Minimum Income/Employment History: All applicants need to provide information regarding employment and/or ability to pay rent. Information regarding income may be uploaded safely within the application process. Household net income must be equal to at least 2 times the amount of monthly rent for the apartment. To be counted as household income, amounts must be both verifiable and reliable. Short term or seasonal employment, or unemployment benefits are not considered predictable income. Management will request applicant(s) to provide documentation of income in the form of check stubs, or other credible or verifiable documentation. Failure to include documentation of income will result in an incomplete application. Co-signers will also need to fully fill out applications and include verification of information submitted.
9. Evicting Filings: Unlawful Detainer or eviction case history will be checked. Eviction actions may be the basis for rejection of your application, depending on the date of occurrence. In Minneapolis, in general, evictions older than three years may not be considered. Management uses Minneapolis housing ordinances guidelines in regards to evictions.
10. Occupancy: Efficiency/Studio: Max of 1 persons - 1 Bedroom: Max of 2 persons - 2 Bedroom: Max of 4 persons and no more than (2) of these persons may be 18 or over.

11. Pet Policies: We do not allow dogs on our properties, with the exception of dogs used to accommodate the disabled. Documentation is required. The cat pet deposit is an additional \$200.00 and must be paid at the time of the security deposit.
12. Equal Opportunity: We are equal opportunity housing providers. We do not discriminate on the basis of sex, race, color, creed, national origin, ancestry, marital status, religion, familial status, age, disability, affectional preference or status with respect to receipt of public assistance. We will make reasonable modifications to afford a disabled person equal opportunity to use and enjoy housing. Contact us at the address below if needed for any questions and concerns.

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