

# APPLICANT SCREENING CRITERIA DISCLOSURE

DATE: \_\_\_\_\_ APPLICANT NAME \_\_\_\_\_  
APPLICANT'S CURRENT ADDRESS: \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

**Applicants are urged to review the following screening criteria to determine if the requirements can be met.**

If any applicant needs assistance in the application process, please advise the landlord. Non-English speaking applicants may provide an interpreter to assist. A valid explanation for any difference from the requirements may be considered by the landlord if provided by the applicant(s). If necessary, provide additional information or explanations on a separate paper. Failure to meet the screening criteria may be grounds for:

- (1) The denial of the application, or if applicant qualifies
- (2) The requirement of payment of an additional deposit. Incomplete, inaccurate, illegible or falsified information may be grounds for rejection or termination of the rental agreement upon discovery.

**All of our rentals are 12 month leases unless otherwise noted.**

## \*items required at the time of application

### 1. APPLICATION PROCESS:

- Each applicant shall submit a completed application that is legible, verifiable and accurate.
- **\*Each applicant shall provide two (2) pieces of identification; in color, one of which contains a personal picture.**
- **\*An applicant screening charge of \$50.00 per person shall be paid at the time of application. This charge is nonrefundable.**
- **\*Signed reservation deposit form and the full reservation deposit are to be paid within 24 hours of application approval.**
- **\*Reservation Deposit will be accepted in cash, cashier's check or by money order ONLY ~ within 24 hours of approval. We have a Base Reservation Deposit amount and that can be increased depending on your credit and rental history**
- The landlord utilizes a Tenant Screening Service to verify information.
- The landlord obtains credit reports to verify financial information.
- We do not rent to people that smoke or are trying to quit as all of our units are **NO SMOKING UNITS this includes marijuana and medical marijuana.**

The landlord obtains reports of civil and criminal records to verify information.

If the application is denied in whole or in part on information received from the tenant screening service or a consumer credit reporting agency, the applicant(s) shall be notified, in writing, of that fact at the time of the denial. The name and address of the agency will be provided to allow the applicant(s) to obtain a copy of the reports and correct any incorrect information.

### 2. SOURCE AND AMOUNT OF INCOME:

Total shall be **2** times the rent at the time of application. It shall be the obligation of the applicant to provide proof of income by submitting copies of the following:

- **\*If employed, copies of at least two (2) months of pay stubs, two months of banking printouts, or an employer statement of earnings.**
- **\*If self-employed, copies of your last tax return.**
- If other income, copies of assistance checks, retirement investments reports or other financial data that can prove source, amount, frequency and duration of income.

### 3. INCOME AND DEBTS:

If the applicant(s) have monthly credit card or installment payments, the rent and utilities may not be more than one-third (1/3) of the total monthly income. If the applicant does not have credit card or installment payments, rent and utilities shall not be more than 50% of the total monthly income.

### 4. HOUSING REFERENCES:

The applicant(s) shall provide information necessary to verify rental or home ownership history for 2 separate rentals a **current** and **previous** home and must have at least 2 years of total rental history (family references are not considered as a reference). The applicant(s) need to provide a written pet reference from their current landlord.

### 5. LIMITATIONS:

- Occupancy may not exceed two (2) persons per bedroom.
- **No sub-leasing or taking over of rental leases.**
- **The rental unit is a non-smoking unit this includes marijuana and medical marijuana.**
- Vehicle parking is limited to \_\_\_\_\_ vehicles.
- X Pets or other animals are not permitted.

Aid animals or modification to the unit necessary to assist those with disabilities will be allowed with a medical certificate of need.

### 6. ARRESTS AND CONVICTION:

Arrests and/or convictions of civil and criminal activity may be evaluated. Any individual whose occupancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises will be denied.

### 7. Demeanor and Behavior of applicant(s) during the application process will be considered. The landlord may require the presence of all possible occupants for the application interview.

### 8. CRIMINAL AND/OR DRUG ACTIVITY ARE NOT PERMITTED.

### 9. Yard Service will be charged to the renters if they cannot provide references (price TBD by landscaper).

### 10. Each roommate added to the original lease is subject to an additional \$300.00 security deposit.

### 11. Renters insurance is required. The tenant will purchase and provide Manager with a copy of current renters insurance prior to moving into the unit and keeping renters insurance active during the entire tenancy.

X \_\_\_\_\_  
*I hereby acknowledge receipt of this disclosure*