

**SCREENING CRITERIA**

**SCREENING PROCESS:** Rental applications first-come first-served and most qualified (Application fee of $40.00 per adult must be paid or your application is incomplete). This means using a rental application first come first served process; we screen the tenants in the order the rental applications were received. (However, applicants will email, fax, hand deliver or drop off at the office therefore we date stamp when physically received).

**APPLICATIONS:**

We review the applications we receive in order upon received and require a 48 (business hours) to verify the information provided. If for any reason we cannot confirm information, your application is subject to denial.

Application fees are to be paid in cash, money order or PayPal. Each applicant (18 years & older) must pay $40.00 application fee which is nonrefundable if your application was processed.

We will not review incomplete applications and will accept the first qualified applicant.

Each applicant must provide an individual application with references and fees. There are situations in which the application process may require additional deposit(s) and/or a co-signer.

At the time of signing a rental agreement, we will require the security deposit, (pet deposit if applicable) and pro-rated.

**ALL APPLICANTS PROVIDE IDENTIFICATION AND PROOF OF INCOME AND PRIOR RENTAL HISTORY:**

Applicants must provide information requested of their past landlords. If we can’t verify previous landlords, we may deny your application.

**INCOME/RESOURCES:**

Employment must be verified and/or proof of income. Applicant must have 6 months recent verifiable, consecutive work history from the date of application. We may verify income through pay stubs, tax records and contact with your current employer. Your income must be 2 ½ times the rental amount, excluding utilities.

**CREDIT CHECK AND CRIMINAL BACKGROUND CHECK:**

A credit check will be done on each applicant. Negative reports may result in a denial, or an additional deposit may be required. Any person(s) who engage in illegal substance abuse or has been convicted of the illegal manufacture or distribution of a controlled substance may be denied tenancy. Prior evictions may result in denial.

**Credit Scores/History:**

**We require a credit score of 620 or above**. If the applicant’s credit score is 580 to 619, they may still be accepted with conditions. We would require an increased security deposit equal to two times the monthly rent and/or a co-signer that passes our screening criteria. If the applicant has a clean history with the previous landlord, they will be considered if all other conditions stated above apply.

The rental history criteria are applied equally to every applicant to avoid discrimination.