

**APPLICATION & SCREENING CRITERIA**  
**EFFECTIVE June 23rd, 2017**  
**ALL APPLICANTS WILL BE CONSIDERED ON THE FOLLOWING CRITERIA**

We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the Nation. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin.

We may receive multiple applications and approve the best qualified applicant based on this screening criteria.

A rental application must be processed on all prospective residents 18 years of age or older and a non-refundable application fee of \$40.00 paid for each application.

**By submitting the application, you understand and authorize landlord to run a credit, criminal background, and eviction screening report based on the information you provide.**

1. EMPLOYMENT / INCOME: An applicant must have verifiable current employment and at least 6 months employment history. Gross monthly income must be three (3) times the amount of rent, and occupant income may be combined to meet the requirement. Income may be verified through pay stubs, financial aid deposits, scholarships, grants, W2, or tax returns. Students who rely on their parent(s) for income must have their parent(s) guarantee the lease and submit proof of income.

2. RESIDENCY / RENTAL HISTORY: Previous residency for the last 24 months must be verified, including landlord contact information. Prior home ownership with on-time mortgage payments may be considered. Prior judgments for evictions must be paid in full. Judgments/evictions less than two years old will disqualify your application. Proper notice must be given to current landlord and all obligations of current and past leases must have been satisfied.

3. CREDIT: A credit report will be processed on each applicant, and all credit situations will be considered on a case by case basis. General credit guidelines include: FICO score must be above 600, no bankruptcies in the past 2 years (including filed or under consideration), no foreclosures in the past 12 months, no unpaid rental collections, and no seriously delinquent or past due collection accounts.

4. CRIMINAL BACKGROUND: Applicants will be denied for having felony conviction(s) involving violent crimes against person or property less than 10 years old including but not limited to murder, sexual crimes, arson, kidnapping, assault, robbery/burglary, terrorism, or the involvement in production or distribution of drugs. Successful completion of any sentence must be 2 years prior to application, and no new criminal activity in the interim years. Applicants with any outstanding warrants or who are awaiting trial will be denied.

6. OCCUPANCY: Every intended occupant 18 years of age or older must submit an application. There are no exceptions to this requirement, and unauthorized occupants constitute violation of the lease. All properties have a maximum occupancy limit, so please consult with landlord before applying.

7. PETS: Each property has a specific pet or no pet policy and additional pet fees/deposits. Please consult with landlord BEFORE applying if you are unsure of the pet policy. \*\*\*This does not apply to bona fide assistive animals with proper doctor's authorization\*\*\*

8. COMPLETE & ACCURATE APPLICATION: The online application must be completed in its entirety using truthful and accurate information. Inaccurate or missing information may prevent the screening from being performed, which would disqualify your application.