

## **Screening Guidelines**

The application fee is **\$40.00** per applicant, non-refundable. Cash is not accepted. We rent to the first person who turns in a complete, legible application; which we are able to verify all of the pertinent information and meets the following guidelines:

1. Applicant will provide current, positive, government issued photo identification. i.e. driver's license, state I.D. card, passport, is required. PLEASE PROVIDE A PHOTO COPY OF YOUR ID.
2. We will obtain a credit report on every applicant 18 and over. Each applicant will provide either a social security number or Individual Taxpayer Identification number. Poor credit or no credit history may lead to denial of tenancy. PLEASE PROVIDE A PHOTO COPY OF YOUR SSN or ITIN.
3. Applicant will provide current check stub or tax filing to document income.
4. Each applicant, 18 years of age and older, will be required to qualify individually. Material misrepresentation is grounds for denial of tenancy.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the community, or the property of others, will be denied tenancy.
6. We will obtain a public records check and criminal records check.
7. We require at least one rental reference with telephone number.

## **Occupancy Policy**

1. Occupancy is based on the number of bedrooms in a unit, defined as a space primarily used for sleeping with one window and a closet for clothing.
2. Two persons are allowed per bedroom.

## **Income requirements**

1. Monthly income equivalent to three times the stated rent.
2. We will verify your legally received income, either with current pay stubs or tax filings.

## **Employment requirements**

1. Twenty-four months employment history, with a minimum six months on current job.
2. Self-employed applicants may be required to provide current tax returns.
3. Your application will be denied if your income cannot be verified.
4. Unemployed applicants will be denied if we are unable to verify income that reasonably affirms your ability to pay rent.

## **Credit requirements**

1. Personal credit report will be obtained.
2. Outstanding bad debt may be grounds for denial of tenancy.
3. The absence of credit history or rental history may result in denial of tenancy.
4. Three years eviction free with positive rental reference.