

APPLICATION SCREENING GUIDELINES

APPLICATION PROCESS

- Each applicant over 18 years of age must fill out an application.
- Applications must be completed and signed or will not be considered.
- Applicants must show two pieces of government issued identification. One must have a photo.
- In accordance with Federal Fair Housing Law we do not discriminate against applicant(s) because of race, color, religion, sex, sexual orientation, national origin, marital status, familial status or source of income of the applicant.
- We offer an application form to everyone, and review completed applications in the order they are received. We will accept the first qualified applicant(s).
- We may require up to 10 business days to verify information on an application.

SCREENING GUIDELINES

PRIOR RENTAL HISTORY

- Prior rental history must be verifiable.
- No evictions within the last 5 years.

INCOME/RESOURCES

- Income must be verifiable.
- Household income must be at least 3 times the rent (excluding utilities)

CREDIT HISTORY

- We may require you to submit a credit report. You may receive a copy of your report upon written request to:
TransUnion Consumer Solutions
P.O. Box 2000
Chester, PA 19016-2000
- Negative credit reports may result in denial of application. Negative reports include, but are not limited to: late payments, collections, judgments, total debt load, and bankruptcy.

CRIMINAL HISTORY

- Criminal convictions or pending charges may result in application denial. Such crimes include, but are not limited to: drug related crimes, sex offenses, financial fraud (identity theft or forgery), or any other crime that would adversely impact the health, safety or right of peaceful enjoyment of the premises of the residents, owner, or agent.

EXPLANATIONS/EXCEPTIONS

- Applicants may dispute an adverse decision by submitting a written explanation with their application, or within 24 hours of notification of denial.
- If you fail to pass any of the screening criteria, or to provide requested documentation within 24 hours of our request, the application process will be terminated.
- Exceptions may be made for applicants with increased deposits, or qualified co-signers, at the sole discretion of the Owner/Agent.
- Applicants may be rejected based on the demeanor in which they treat the Owner/Agent or other parties present.
- Falsification or misrepresentation will be grounds for denial.