

Rental Criteria and Processing Guidelines

Applications must be complete before they will be processed and include application fee payment and completed applications from other adult occupants. Application fee of \$40 per person includes \$22 of credit reporting fees and \$18 of processing fees. If information provided in initial application is not sufficient to make a decision or evaluate application we reserve the right to request additional or supporting documentation. Complete applications must have all fields completed and photo ID and income documentation attached. An application must be turned in by anyone over 18. Approvals are valid for 30 days only.

Once application is approved the deposit must be paid and the lease agreement signed within 24 hours to hold a property. Proof of renter's insurance is required prior to move in.

Income must be a minimum of 2.5 times the rent for a gross income and verifiable by a 3rd party. Income must also be stable and recent promotions, raises or employment changes will be considered at manager's discretion. For employment of less than 2 years we will require prior employment details. Savings and/or assets may be considered in lieu of income, also at manager's discretion. For source of income that includes housing assistance income will only be required to be 2.5 times resident portion of rent.

Credit must be satisfactory to manager and is evaluated on a case by case basis. No application will be considered for anyone with an open bankruptcy. There is no set score requirement, but credit must be reasonable and most recent two years of history will be weighted most heavily. Excess collections, bounced checks, late payments and landlord related collections will typically result in application being declined. Prior evictions will be evaluated on a case by case basis but evictions over 7 years old will not be counted against applicant.

Rental references/employer references must be satisfactory to manager and may not come from a relative or property where you are not on the lease.

Criminal background must be free from felony convictions going back 7 years. Offenses that are sexual, violent, or drug related will result in application being declined regardless of the time frame. Other offenses more recent than 7 years may be considered depending on details of the charges.

Co-signers are not allowed except on request and with approval of a manager. Co-signers must have sufficient income to afford rent in addition to current personal obligations. Co-signers may be allowed for applicants with little or no income or rental history only and not as a supplement for an applicant with derogatory credit.

Applications will be processed in the order received unless we receive multiple applications within a very short time frame and have not already started processing an application. If we receive multiple applications, we will ask you to confirm that you still want to move forward with your application in competition with other applicants.