



Asset Management & Brokerage

TENANT SELECTION CRITERIA

EMPLOYMENT

- Applicant must have one year of employment history.
Gross income must be equal to or greater than three times the rental rate. (Roommates' incomes will be combined)
Employment must be verified by supervisor or payroll department.

RENTAL HISTORY

- Applicant must have satisfactory, current, and previous rental history, as well as fulfilled past and current lease terms (or have acceptable explanation).
Applicant must have given 30 days' notice to vacate at current residence.
Applicant must be listed as a resident/lessee on current and previous lease agreement(s).

CREDIT HISTORY / CRIMINAL HISTORY

- Applicant must have established credit in good standing with no charge-off or collection accounts.
Criminal history must be acceptable with no felony or sexually-based adjudications or convictions.

All adult residents and occupants must fill out an application, and all applications will be verified. OCCUPANCY STANDARD is two people per bedroom.

OWNER'S NEWBORN POLICY:

- A family may occupy an owner's dwelling if the family does not exceed two persons per bedroom, plus a child who is less than twelve months old and who sleeps in the same bedroom with the child's parent, guardian, or person applying for that status.
Once the child reaches twelve months of age, the tenant is required at the end of that lease term to: 1.) Move to another available dwelling which has more bedrooms at the rental rate for a larger dwelling, or 2.) Move out.

All deposits, fees, and first month's rent, must be paid by check, cashier's check, or money order prior to move in. Application fee must be paid separately and is non-refundable.

Signing this acknowledgement indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected, and your application fee will not be refunded. If your application is denied due to credit history, you may request a copy of your credit report from Experian within 60 days. Experian is a credit reporting company; it does not make decisions on your application. You have the right to dispute with Experian the accuracy or completeness of any information provided by Experian.

WE ARE PLEDGED TO UPHOLD THE LETTER AND SPIRIT OF CITY, STATE, AND FEDERAL FAIR HOUSING LAWS. WE ENCOURAGE AND SUPPORT AN AFFIRMATIVE ADVERTISING AND MARKETING PROGRAM IN WHICH THERE ARE NO BARRIERS TO OBTAINING HOUSING BECAUSE OF RACE, COLOR, RELIGION, SEX, MENTAL OR PHYSICAL ABILITY, FAMILIAL STATUS, NATIONAL ORIGIN, MARITAL STATUS, AGE, STUDENT STATUS, OR SEXUAL ORIENTATION.

I have read, understand and agree to the use of the above criteria in the consideration of my application to rent.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_
\_\_\_\_\_ Date: \_\_\_\_\_
\_\_\_\_\_ Date: \_\_\_\_\_
Agent: \_\_\_\_\_ Date: \_\_\_\_\_