



RESIDENT SELECTION CRITERIA



1. All adult occupants 18 or older must submit a fully completed, dated and signed rental application and application fee. Applicant must provide proof of identity. A non-refundable application fee of \$35 will be required for all adult applicants. Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit
2. Applicants must have a combined gross income of at least 2.5 times the monthly rent. We reserve the right to require a cosigner or lease guarantor.
3. Credit history and/or Civil Court Records should not contain slow pays, judgments, collections, liens or bankruptcy within the past five years. Recent or multiple eviction filings and/or landlord collections are basis for automatic denial.
4. Self-employed applicants may be required to produce, upon request, two years of tax returns or 1099s and non-employed individuals must provide verifiable proof of income.
5. All sources of other income must be verifiable, if needed, to qualify for a rental unit.
6. Criminal records must contain no convictions for non-drug related felonies within the past seven years and no sexual offenses ever. In the event a record comes back "adjudication withheld", further documentation may be required and applicant may be denied on this basis.
7. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at the time of lease termination.
8. No pets (with the exception of medically necessary pets) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Poisonous pets are prohibited. All pets are required to be up to date with their required vaccinations.
9. Fees and deposits are waived for medically necessary pets.
10. Applicants will be required to pay first month/advanced month rent and security deposit at the time of lease execution. These must be paid in the form of cash, money order or certified check. We reserve the right to require a higher security deposit and/or additional prepaid rent.
11. The number of occupants must be in compliance with HUD standards/guidelines for the unit requested.
12. We may require a holding or good faith deposit to be collected to hold a property off the market. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit.
13. Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security deposit, co-signers or lease guarantors, and/or additional advance rent payments may be required.
14. Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent or any amounts owed to the credit bureau.