

APPLICANT SCREENING CRITERIA DISCLOSURE

DATE: _____ APPLICANT NAME (S): _____

DAY TIME PHONE NUMBER: _____

Applicant(s) are urged to review the screening disclosure to determine if the requirements can be met prior to applying. If any applicant needs assistance in the process, please advise the landlord. Non-English speaking applicants may provide an interpreter to assist. A valid explanation, for any difference from the requirements may be considered by the landlord if provided by the applicant(s). If necessary, provide additional information or explanations on a separate paper.

Failure to meet the screening disclosure may be grounds for: (1) The denial of the application, or (2) The requirement of a co-signer who will also be required to meet the screening disclosure + 5 times the rent, and/or (3) The requirement of payment of an additional deposit.

Incomplete, inaccurate, illegible or falsified information may be grounds for rejection or termination of the rental agreement upon discovery.

APPLICATION PROCESS:

- Each applicant over 18 shall submit a completed application that is legible, verifiable and accurate.
- Each applicant shall provide two pieces of identification, one of which has a personal picture.
- An application screening charge of \$ _____ per person (18 and over) shall be paid at the time of application.
- Inaccurate or falsified information will be grounds for denial
- If your application is denied in whole or in part on information received from a Tenant Screening Service or a Consumer Credit Reporting Agency applicant (s) shall be notified, in writing, of the fact at that time of denial. The name and address of the agency will be provided for applicant (s) to contact to obtain a copy of the reports and correct any information.

SOURCE AND AMOUNT OF INCOME: Total income shall be 3 times the rent. At the time of the application, it shall be the obligation of the applicant to provide proof of income by submitting copies of the following:

- If employed, copies of the most recent pay stub or employers statement of earnings
- If self employed, copies of the last tax return
- If other income, copies of retirement investment reports or other financial data that can prove source, amount, frequency, and duration of income

INCOME AND DEBTS: If the applicant (s) have monthly credit card or installment payments, the rent and utilities may not be more than one-third of the total monthly income. If the applicant (s) do not have credit card or installment payments, rent and utilities shall not be more than 50% of the total monthly income.

HOUSING REFERENCES: The applicant(s) shall provide information necessary to verify rental or home ownership history for the past 5 years. Information obtained from those related by blood or marriage may require a co-signer or an additional security deposit.

EVICCTIONS: 5 years or more recent are grounds for denial of application (s).

LIMITATIONS:

- Occupancy may not exceed two persons per bedroom.
- Vehicle parking is limited to ___ vehicles.
- Pets are not allowed on the property at any time without prior permission.
- Service/Assistance/Emotional Support animals will all be verified. If a Service or Assistance animal a certification also must be provided at time of application.
- Management must approve any pet and/or animal prior to animal entering the property.

ARRESTS AND CONVICTION: Arrests and or convictions of civil and criminal activity may be evaluated. Any individual whose occupancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises will be denied.

DEMEANOR AND BEHAVIOR of applicant(s) during the application process will be considered. The landlord may require the presence of all possible occupants for the application interview.

I hereby agree to the conditions stated above and acknowledge receipt of this disclosure:

X _____ X _____