

***All rental negotiations will be conducted in English. If you do not speak English, please bring an interpreter over 18 years of age to assist you when viewing apartments or signing any paperwork.***

## ☐ **Occupancy**

Occupancy standards are 2 people per bedroom +1 additional person. (Ex: 1 bedroom = max 3 people)

## ☐ **Rental Requirements**

Applicants must have positive and verifiable past tenancy history. If no past verifiable tenancy, an increased deposit of \$1000.00 and/or Guarantor will be required. Verbal agreements and/or renting from family or friends will not be considered verifiable rental history. Rental payment paid late to a previous landlord more than 4 times during a 12-month period may result in denial. Applicants must have no history of unlawful detainer judgments against them, or it will result in denial, unless otherwise protected by law. Applicants with a history of causing excessive damage to a property, in excess of ordinary wear and tear, or any history of nuisance-related activity or activity that unreasonably interfered with the quiet enjoyment of another resident will result in application denial.

## ☐ **Employment/Income Requirements**

Applicants must show an income of 2.5 times the amount of monthly rent. We will accept all income which is lawful, verifiable, paid to an applicant, a representative of an applicant, or on behalf of an applicant (including federal/state/local public assistance or housing subsidies, including but not limited to Section 8 and VASH). We will require written proof that all income is lawful, verifiable, paid to an applicant, a representative of an applicant, or on behalf of an applicant as mentioned above. Acceptable forms of income include, but are not limited to, employment income, savings/bank account assets, retirement/trust accounts, social security/disability/welfare/other government payments, investment income, student loan/grant awards, child/spousal support, Section 8/VASH/other public assistance or rental subsidies, or any other income which is lawful and verifiable. Applicants with Federal, State, local or VASH assistance (or other federal/state/local public assistance or rental subsidies) will be income evaluated based only on the applicant's share of the stated monthly rent, rather than the entire rental amount.

## ☐ **Credit Criteria**

Applicants must have positive and verifiable credit history. Applicants with no established credit, or established credit is less than three years old, an increased deposit of a minimum of one month's rent and/or Guarantor will be required. If a Guarantor is required, but the Guarantor does not qualify, this will result in denial. No credit history may result in denial.

## **Bankruptcies:**

- The bankruptcy must be discharged for a minimum of 12 months, or the application will be denied.
- If positive credit or no credit has been established since the bankruptcy discharge, an increased deposit of one month's rent and/or a Guarantor will be required.
- If negative credit has been established since the discharge, the application will be denied.

## ☐ **Criminal Check**

Applicants with a criminal history that indicates a conviction for crimes against persons or property may result in denial of the application. If an applicant has a prior criminal conviction, an individual assessment will be made to determine the factual accuracy of the incident, the type of conviction, how long ago the conviction occurred, and the applicant's tenancy record since the conviction. The safety of the community and its residents is the intent of this assessment.

***Any application that does not meet the minimum requirements for 'approval' may be eligible for a 'conditional approval' with an increased deposit of a minimum of \$1000.00 and/or a Guarantor.***

## ☐ Guarantors

If a Guarantor is required, they will need to meet the Applicant Rental Criteria & Requirements and have a gross monthly income of 2.5 times the amount of the Applicant's rent plus the Guarantor's rent or mortgage combined to be approved.

*EX: Rent for apartment \$1,500 + Guarantor's rent/mortgage payment \$2,500 = \$4,000.  $\$4,000 \times 2.5 = \$10,000$  monthly gross income required for Guarantor to qualify.*

## ☐ Deposits

- Deposit amounts are determined based on the information provided by the applicant and their credit screening.
- Deposit ranges are between \$500.00 and up to one months' rent.

## ☐ Required Documents

- A valid Government issued ID is required to be verified in-person during property tour, or during the 72-hour apartment hold period.
- Earnings Statements – 4 most recent weeks and/or Offer Letters (verified with new employer)
- Bank Statements – 3 most recent months (all pages)

## ☐ Additional Documents That May Be Required for Identity or Income Verification.

- An additional valid Government issued ID.
- Social Security Card
- Personal Bank Statements
- Personal Federal Tax Returns
- W-2 Income Statement
- 1099 Miscellaneous Income Statement
- Utility Bills (all pages) with applicant's name and current address
- Current Lease and/or Mortgage Statement with applicant's name and current address

## ☐ HUD / Section 8 / Housing Assistance

Each Housing Authority sets their own rent payment guidelines. Written confirmation that the Housing Authority involved will pay the rental rate is required before the application is processed.

If you receive a government rent subsidy, which will cover a portion of your rent each month, the following screening options are available:

- ☐ The landlord can use my credit history as part of the application process, or
- ☐ Applicant(s) will provide alternative evidence of ability to pay the rent requested by the landlord, including, but not limited to: Bank Statements, Pay Records, Government Benefit Payments, and verification of any other sources of income to demonstrate the ability to pay rent each month.

## ☐ Lease Terms

A standard 12-month lease term is generally offered, though terms may vary by community. Please inquire directly with the community where you applied to confirm available lease options. For applicants using Housing Authority assistance, acceptance of our lease terms is required for approval.

## ☐ No Smoking / Vaping Policy

We are a smoke-free community. Smoking or vaping of tobacco or any other substance, including marijuana, is prohibited everywhere on the premises, including in individual units, patios, balconies, and the interior/exterior of common areas.

**I have fully read and understand the Applicant Rental Criteria & Requirements.**

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date