

## APPLICATION PROCESS

- \* We offer application forms to everyone who inquires about the rental.
- \* We review completed applications in the order in which we receive them.
- \* We may require up to two business days to verify information on an application.
- \* If we are unable to verify information on an application, the application may be denied.

## SCREENING GUIDELINES

### Complete Application

- \* Each applicant must submit an individual application.
- \* We will not review incomplete applications.
- \* We will accept the first qualified applicant(s).

### Identification

- \* Applicants must show two pieces of identification. One must include a photograph.

### Prior Rental History

- \* Rental history of 2 number of years must be verifiable from unbiased/unrelated sources.
- \* Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history.
- \* Exceptions may be made for applicants with qualified co-signers or increased deposit/payments.

### Sufficient Income/Resources

- \* Net household income shall be at least 2.50 times the rent (excluding utilities).
- \* Income/resources must be verifiable through pay stubs, employer contact, current tax records and/or bank statements.

### Credit/Criminal/Public Records Check

- \* Negative reports may result in denial of application.
- \* Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance or convicted of a felony may be denied tenancy.

## SCREENING PROCESS

- \* We determine, based on the application, whether the applicant meets our screening guidelines.
- \* We verify income and resources.
- \* We check with current and previous landlords.
- \* We obtain a credit report, a criminal records report and public records report.



**Equal Housing Opportunity**

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