

Screening Guidelines For Prospective Tenants

1. **General.** Any prospective tenant over 18 years of age that will be occupying the unit shall submit an individual application. Inaccurate or false information will be grounds for denial of the application. Any applicant currently using drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, eviction shall result. A unit will not be held for an applicant pending completion of background screening checks. Once approved, applicant must sign lease and pay security deposit within 48 hours, or unit will be released.
2. **Income.** Rental subject to income guidelines (minimum 3 times rental amount).
3. **Rental.** Check rental history at current and past residences (3 years history). We reserve the right to deny an application if, after making good faith effort, we are unable to verify prior rental history. Must be seven (7) years eviction free. Three or more 5-Day Notices or NSF's within a year will result in denial of the application. Rental history reflecting past due and unpaid rent will be denied.
4. **Employment.** Check work history at current and past employers. Employment and income will be verified through direct employer verification, pay stub or tax returns if self employed.
5. **Credit.** Check credit history with credit bureau. Negative reports may result in denial of application or additional security deposits. Three or more unpaid collections (not medical related) will result in denial of your application.
6. **Criminal Conviction.** Agent will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, pled guilty to or no contest to any crime. A conviction, guilty or no contest for any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug related offenses (sale, manufacture, delivery or possession with intent to sell) class A Felony burglary or class A Felony robbery; OR a conviction, guilty or no contest where the disposition release or parole have occurred within the last seven years for any other Felony charges; OR a conviction, guilty or no contest where the date of disposition release or parole have occurred within the last seven years for any misdemeanor or gross misdemeanor involving sex related, drug related (sale, manufacture, delivery or possession with intent to sell) property damage or weapons charges; OR a conviction, guilty or no contest where the date of disposition, release or parole have occurred within the last three years for any B or C misdemeanor in the above categories or those involving prostitution shall be grounds for denial of the rental application. No unit will be held awaiting resolution of pending charges.