

## Basic Tenant Requirements

1. Good rental history (if applicable)
2. Verifiable Employment/Income
3. We do not have a minimum Beacon Credit Score. We are concerned with debt ratio and payment patterns.
4. Should not have any debts active in collections.
5. Monthly household expenses (including rent) do not exceed 75% of the monthly household income and gross income should be at least 3.25 times the monthly rent.
6. No landlord judgments or evictions in the past five years
7. If you are accepted into one of our rental homes, the security deposit and first month's rent must be paid with money orders or certified funds.

## Tenant Screening Process

We want to assure our current tenants and neighbors that our properties will not be used for illegal activities nor do we want to place individuals in our homes that are not financially qualified and would struggle to meet their financial expenses. Besides investigating an applicant's credit, we also research court records, verify income, interview employers, and interview prior landlords. We do not use a formula to base our decisions on, but handle each situation on a case by case basis.

Because of associated expenses to process your application, there is a non-refundable application fee per adult. Each adult that will reside in the property must fill out an application (related or non related). The application fees must be collected prior to processing the application.

Please review our list of criteria. If you feel you meet the criteria, please apply - because we would be happy to rent to you. Also, if you have any questions or concerns, feel free to ask.

## Application Screening Criteria

1. A complete application. One for each adult who will be residing in the property.
2. Rental History verifiable from unbiased sources. If you are related by blood or marriage to one of the previous landlords listed, or your rental history does not include at least two previous landlords, we **MAY** require a qualified co-signer on your lease (qualified co-signers must meet all applicant screening criteria). It is your responsibility to provide us with information necessary to allow us to contact your past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history. If you owned rather than rented your previous home, you **MAY** need to furnish mortgage references.
3. Sufficient income/resources. If the combination of your monthly personal debt, utility cost, and rent payments exceed 75% of your monthly income before taxes,

we **MAY** require a qualified co-signer on your rental agreement. If the combination exceeds 80% of your monthly income, your application will be denied. The co-signer will have to meet our income and credit requirements. Income must be verified through pay stubs, employer letter, or tax records. All other income, including self employment, must be verifiable through tax records. For Section 8 applicants, the amount of assistance will be considered part of your monthly income for purposes of calculating the proportion.

4. Section 8 information access. All section 8 applicants must sign a consent form allowing the Housing Authority to release information from your file regarding your rental history.

**You MAY be denied rental if:**

1. You misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.
2. In the last 5 years you have ever been convicted of the manufacture, use, or distribution of a controlled substance.
3. You have a criminal history such as felonies on record.
4. Your credit check reflects any accounts that are not current.
5. You have a bankruptcy that has been discharged and do not have established credit for a minimum, continuous period of 2-years after the discharge date. All accounts after the discharge date must be current.
6. You are in bankruptcy while applying for an apartment and all post-petition debts are not current.
7. In the past 10-years, provided that it has been discharged by bankruptcy proceedings, you have an unpaid collections, an FED (court ordered eviction), non-payment to any landlord, or any judgment against you for financial delinquency.
8. Previous landlords report significant complaint levels of noncompliance activity including but not limited to:
  - Repeated disturbance of the neighbor's peaceful enjoyment of the area.
  - Reports of gambling, prostitution, drug dealing, drug usage, drug manufacturing.
  - Reports of any criminal activity or suspicious activity.
  - Damage to the property beyond normal wear and tear.
  - Keeping unauthorized pets on the property.
  - Reports of violence or threats to landlords or neighbors.
  - Allowing persons not on the lease to reside on the premises.
  - Failure to give proper notice when vacating the property.
  - Delinquent rent payments or late to pay any other monies owed to landlord.

- Previous landlords would be disinclined to rent to you again for any reason pertaining to the behavior of yourself, your pets, or others allowed on the property during your tenancy.
- You do not have either an active savings account and/or active checking account.
- If you are older than 18-years old, born in the United States and have not had a social security number issued over the past 5-years.
- Aliens without proper documentation (proper documentation includes but is not limited to passports, student visa, work visa, non-resident alien card).

### **Application Submission Checklist**

1. Provide the showing agent an email address for each application age 18 or older.
2. Each adult needs to complete the application on <https://freedomhomes.managebuilding.com/Resident/rental-application/new> and upload the below documents. Scanned documents are preferred for legibility if a scanner is available, or a clear photo taken with your cell phone is acceptable. If the documents are not legible it will cause delay in processing your application. The below documents are needed for each adult applicant.
  - a. Copy of each adult's most recent pay stub (for income verification)
  - b. Copy of a state issued ID with photo, such as a driver's license

### **Screening Company Used**

TrasnUnion