



Income and Employment:

Our standard income approval requires applicants to provide proof of verifiable gross household monthly income. Applicants' combined gross monthly income must be at least three (3) times the monthly rent

amount (depending on the unit). Households having no verifiable monthly income are automatically disqualified.

- Employment Full/Part-Time - Verifiable income is consistent income that can be verified directly through the employer. Additionally, applicants must submit at least their four (4) most recent, consecutive pay stubs.
- Future Employment/Job Offer - If employment is to begin shortly, the applicant must provide a "letter of intent" to hire from the employer, which states the employment start date and rate of pay. Letters must be on company letterhead and signed by all parties. (Verification of letter may be needed.)
- Self-Employment - For self-employment, an applicant(s) must provide the previous year's income tax return and the previous 3 month's bank statements.
- SSI, Disability, or Retirement - Applicant(s) receiving SSI and/or disability payments must provide a current government benefit letter. If applicable, for retired applicant(s), statements of income from investments or trust funds on official letterhead must be provided.

As additional verification, applicant(s) may be asked to provide additional paystubs.

Reasons for denial based on income or employment include, but are not limited to:

- Income cannot be verified
- Income is insufficient; ie: Total monthly rent is more than 1/3 (one third) of the applicants' combined verifiable, gross, monthly income.
- One or more active garnishments of wages

Credit:

We receive credit reports from TransUnion Smart Move.

Our credit score requirements are as follows:

The average credit score amongst applicant(s) in a household must meet the requirement listed below based on the rent amount for the property. If the average score of the applicant(s) does not meet the requirement, but falls within 25 points of the required score, the applicant(s) may be approved, but would be required to pay a higher security deposit, increased by the amount specified below, based on the rent amount for the property.

- Rent: \$800 or lower - Credit Score: 550 - Additional security deposit amount: \$200
- Rent: \$801-\$1000 - Credit Score: 600 - Additional security deposit amount: \$300

Reasons for denial based on the credit report(s) include, but are not limited to:

- Credit score does not meet the qualifications listed above
- An involuntary repossession of material or personal property within the last five (5) years
- Open bankruptcies or bankruptcies within the past five (5) years
- Credit report shows one (1) or more collection account(s) to a previous landlord(s)
- Any demonstrated history of late or delinquent payments or outstanding balance

Residential History:

- Applicants must provide at least two consecutive years of residential history. Applicants may provide more if desired.
- If a current or previous landlord cannot be contacted or does not provide verification, applicant(s) will be required to provide at least 6 consecutive month's proof of on time payments and a copy of their current lease contract.
- For an applicant(s) that has been living in their personally-owned property, ownership and at least 6 consecutive months of on-time mortgage payments must be verified by county tax records and applicant's credit report. If it cannot be verified by the means, applicant(s) will be required to provide proofs of the same.
- Applicant(s) without any rental or mortgage history or without any verifiable rental or mortgage history may still be approved if all other qualifications are met, however an increased security deposit will be required and/or a co signer who signs the lease and meets all the qualifications

Reasons for denial based on residential history include, but are not limited to:

- An eviction filing and/or judgement within two (2) years of application
- Any landlord collection in the past three (3) years
- Current and/or previous residency could not be verified
- Rental verification shows history of late payments/NSF payments
- Rental verification shows history of documented problem(s), violation notice(s), and/or lease violation(s)
- One or more foreclosures or pre-foreclosures within the last five (5) years

Criminal History:

A criminal background check will be conducted for each applicant and occupant age eighteen (18) years or more.

Criminal convictions relating to violent acts, crimes of dishonesty, breach of trust, or matters of similar nature or severity, may be cause for denial of an application. In addition to the nature and severity of the conviction, Landlord will consider factors including, without limitation, the amount of time that has passed since

the relevant conviction and whether such conviction could reasonably be deemed to be indicative of a potential risk to safety and/or property.

Reasons for denial based on criminal history include, but are not limited to:

- Conviction(s) for any violent felony
- Conviction(s) for any non-violent felony within the preceding five (5) years
- Any outstanding or active warrants
- Conviction(s) for the illegal manufacture or distribution of a controlled substance
- Conviction(s) for the possession of a controlled substance
- Any applicant in the household is a registered sex offender