

# SCREENING GUIDELINES FOR PROSPECTIVE TENANTS

DATE: 4/5/2018



## 1. **GENERAL:**

Must show current identification. Each adult over the age of 18 must submit an application. Inaccurate or false information will be grounds for denial of the application. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, eviction shall result. Applications are processed in the order that they come into our office AFTER the applicant has viewed the property for which they are applying. If more than one application is received on a property the fee for the one(s) not processed will be returned within six (6) days.

## 2. **INCOME:**

Rental subject to income guidelines (3 times rental amount).

## 3. **RENTAL:**

Check rental history at current and past residences (at least 1 year verifiable). We reserve the right to deny an application if, after making good faith effort, we are unable to verify prior rental history. Must be three (3) years eviction free. Three or more 72-hour notices or NSF's within a year will result in denial of the application. Rental history reflecting past due and unpaid charges will be denied.

## 4. **EMPLOYMENT:**

Check work history at current and past employers (1 year verifiable). Employment and any other income sources 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. Four or more unpaid collections (not medical related) will result in denial of your application.

## 6. **OCCUPANCY:**

Occupancy is based on the number of bedrooms in a unit. Two persons are allowed per bedroom at maximum, with allowance or consideration for property restrictions out of landlord's control (i.e. capacity of septic tank, HOA rules).

## 7. **CRIMINAL CONVICTION:**

Agent will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, plead 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 including for Marijuana-related charges) 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 including for Marijuana-related charges) 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.

## 8. **HANDICAP ACCESSIBILITY:**

Landlord will alter or will allow resident to have altered any unit to provide "reasonable accommodations" for a handicapped person. These alterations will be made at tenant's expense. The applicant must seek the landlord's approval before making modifications, make reasonable assurances (in writing) that the work will be performed in a workmanlike manner and in accordance with state, county and local code, provide details regarding the extent of the work to be done, name of qualified contractors that will be used. Appropriate building permits and required licenses must be available for landlord inspection. A restoration deposit may be required.