APPLICANT SCREENING CRITERIA

APPLICATION:
● Any person applying for a unit must be eighteen (18) years of age or older. Each applicant over 18 years of age must submit a completed application.
● Each applicant shall provide government issued photo identification.
● Failure to meet the screening criteria may be grounds for: (1) the denial of the application, or (2) the requirement of payment of an additional security deposit.

INCOME:
● Combined household gross income shall be a minimum of 2.5 times the monthly rent.
● Applicant(s) shall show two years of consistent income/employment. It shall be the obligation of the applicant(s) to provide proof of income which must be verifiable through pay stubs or employer contact; award letters for Social Security, alimony, child support, welfare, utility or housing assistance; current tax records; or bank statements. Stability of the source and amount of income will be considered. All sources of income shall be legally obtained and verifiable.

HOUSING REFERENCES:
● Applicant(s) shall provide information necessary to evaluate current and previous rental history for the past three (3) years. Information obtained from those related by blood or marriage may require an additional deposit.

CREDIT HISTORY:
● Applicant shall demonstrate a positive credit history. A valid explanation for negative items appearing on applicant's credit report will be considered.

ARRESTS/CONVICTIONS:
● Convictions of a crime or misdemeanor are not an automatic disqualification to residency. Factors such as seriousness of the crime, length of time since the conviction and/or completion of sentence will be considered. Any individual whose occupancy could constitute a direct threat to health or safety of other individuals or could result in physical damage to the premises will be denied.

DEMEANOR AND BEHAVIOR:
● The behavior and demeanor of applicant(s) during the application process will be considered.

INABILITY TO VERIFY INFORMATION
● If, after making a good faith effort, we are unable to verify information on your application, or if you fail to pass any of the screening criteria, the application process will be terminated.

EXPLANATIONS/EXCEPTIONS
● All applicants may submit a written explanation with their applications if there are extenuating circumstances which require additional consideration.

FALSE OR INACCURATE INFORMATION
● Falsification or misrepresentation of any part of the application will be grounds for denial.

LIMITATIONS:
● Occupancy, in general, may not exceed two (2) persons per bedroom.
● **NO SMOKING**
● **NO PETS**
● **NO MARIJUANA (MEDICAL OR OTHERWISE) ALLOWED**

Acceptance or denial of the application may take up to seven business days after all documents are received. When you are notified that your application has been approved, you have 48 hours to bring in a security deposit to reserve the unit and complete the deposit to hold form. The unit will not be considered reserved until the deposit to hold form has been completed.

(Rev. 4/29/2025)

Co-Signer Screening Criteria

For applicants who do not independently meet the Applicant Screening Criteria, a co-signer (guarantor) may be considered when permitted for the property.

Submitting an application as a co-signer does not guarantee approval or acceptance.

Any information provided that is incomplete, inaccurate or falsified may be grounds for denial of the Application.

To qualify, the proposed co-signer must:

- Be a non-occupant
- Have a minimum credit score of 700 and satisfactory credit history.
- Have a verifiable gross monthly income equal to at least four (4) times the monthly rent.
- Provide valid government-issued photo identification.

Owner/Agent may use credit reports to verify the accuracy of the information provided by Co-Signers.

A negative credit report may result in an application denial. Negative reports include, but are not limited to: excessive late payments, collections, judgments, debt-to-income ratio, and bankruptcy.

Verifiable gross monthly income may mean, but is not limited to: employment paychecks, bank accounts, alimony/child support, trust accounts, Social Security, unemployment, welfare, grants/loans, and housing assistance.

The co-signer must satisfy all applicable screening requirements.

All applications and screening decisions are evaluated consistently and in accordance with applicable federal, state, and local laws.

(Rev. 10/9/2026)