

Tenant Screening Criteria Form

Property Address: _____

1. **EQUAL HOUSING OPPORTUNITY:** Advanced Property Management follows a policy of fair and equal treatment to all persons regardless of race, color, religion, national origin, familial status, or handicap and in compliance with all Federal, State, and Local Laws. We also have a responsibility to ensure the protection of our property, the residents' right to peaceful occupancy, and the owner's financial interest.
2. **AVAILABILITY:** Applications for rental properties will be accepted on a first come, first serve basis and are subject to the availability and location requested.
3. **RENTAL APPLICATIONS:** Rental applications are to be completed by each perspective tenant over the age of eighteen (18). An application must be provided for all adults occupying the property before it can be considered by Owner's Agent. Owner's Agent will rely on the information outlined on the application and if any information proves to be untrue, the application or subsequent lease may be cancelled.
4. **APPLICATION FEE:** A non-refundable application processing fee of \$35.00 will be charged before an application is processed. This amount is non-refundable regardless of the outcome of the application or the reason for that outcome.
5. **SECURITY DEPOSIT:** Security deposit must be paid in full at the time of application. Once your application has been approved the property will be removed from the listing market and be held for you until your lease start date. In the event you application is not approved the security deposit will be returned to you.
If applicant fails to execute a rental agreement or refuses to occupy premises on agreed upon date, all monies given shall be retained by Advanced Property Management as liquidated charges.
6. **OCCUPANCY:** The maximum number of persons allowed is two per bedroom, plus one in accordance with city codes. The maximum number of unrelated persons over the age of 18 allowed to reside in a unit is four in accordance with city codes.
7. **PET POLICY:** No animals or birds of any description are allowed without the expressed written consent of Owner's Agent. A pet deposit will be required paid in full to Owner's Agent before a pet is allowed on premise. Pet breed, type, and size permissions are property specific and abide by city codes and regulations. Ask Owner's Agent for property specific details.

The following must be verified, understood, and/or provided to/by Owner's Agent and Prospective Tenant/Tenant for each pet:

- a. Vet verification of required vaccines, weight, and breed of pet
- b. Picture of pet
- c. Dogs and cats must be spayed or neutered
- d. All dogs must be on a leash outside of the rental unit if no fence is provided
- e. No aggressive dog breeds are allowed (breed restrictions in accordance with city ordinance)
- f. No ferrets or venomous animals are allowed

Visitor's pets are NOT allowed, regardless of size or circumstance. \$250 fine will be assessed per occurrence.

8. **QUALIFICATIONS:** Advanced Property Management will look at the following areas when determining the eligibility of an applicant.
 - a. **CREDIT CHECK:** A credit report is required on each individual over age 18 (with the exception of students residing with parents/guardians). The results of the credit report will be evaluated. Unsatisfactory credit can and will disqualify applicants from renting a property. Advanced Property Management defines credit report as follows:

CREDIT SCORE	CONSIDERATION
600 - 850	APPROVED
550 - 599	APPROVED WITH COSIGNER
549 AND BELOW	DENIED
NO CREDIT	APPROVED WITH COSIGNER

Note: Employment verification is required prior to credit check. Two (2) most recent pay stubs and/or new hire letter are required to prove employment income.

Advanced Property Management defines an unsatisfactory credit report as one which reflects a history of bad debts, unpaid bills (leniency will be given for medical bills and/or student loans), any legal judgments (within the last 4 years) or recent bankruptcy. Recent bankruptcy is defined as being filed within the last two years. If positive credit has been established after the two-year period and proof of court ordered bankruptcy dismissal is provided, the application will be considered. If an application is denied due to poor credit, applicant will be notified and provided with the name, address and phone number of the credit bureau to obtain a copy of their report.

Owner's Agent's Initials _____

Prospective Tenant's Initials _____ 1

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- b. **BACKGROUND CHECK:** A criminal background check will be obtained. A previous felony conviction will cause the application to be denied. Previous misdemeanor conviction for a sex crime will cause the application to be denied. Previous conviction for a crime that is drug related or that involves violence against a person or property will cause the application to be denied.
- c. **HOUSEHOLD INCOME:** The monthly rent should not exceed 38% of the total gross monthly income. Allowances for other income such as alimony, child support, etc. will require written verification. Students with jobs must provide proof of employment. Students using student loans must provide proof of loan amount.
- d. **RESIDENCE:** Positive rental history is required for any applicant to be accepted. If the applicant does not possess any rental history a cosigner could be accepted. All previous rental or mortgage verifications should reflect an account that was paid as agreed shows no disruptive conduct, no damage to the property, no balance due or failure to comply with stated lease requirements. Negative rental history will result in application denial. This means that if a previous landlord would not re-rent to you in the future due to your payment history then you will be denied.
- e. **GUARANTOR QUALIFICATION:** Cosigners may be accepted in certain circumstances where there is a first time lessee who does not have rental history or established credit. Cosigners may also be used in cases of persons with limited income, who would otherwise not qualify under our present selection criteria. At no time will a cosigner be used to cover negative credit lines that would normally cause an application to be denied. The cosigner must have sufficient income that exceeds or equals their monthly mortgage plus two times the monthly rent. The cosigner is not required to be present to sign the Lease Agreement. Cosigner responsibilities include paying of rent, late fees, utilities (if applicable), and payment for damages should the resident default in areas of the lease agreement. Cosigner is bound by all statutes of the Lease Agreement and agrees to comply with all aspects of the lease. Cosigners are required to complete an application and agree to be screened if necessary.

By signing below I/we acknowledge that we understand the terms and guidelines for application approval and give Advanced Property Management permission to run necessary credit and background checks, and contact references.

Applicant 1 Signature

Date

Phone Number

Applicant 1 Printed name

Email

Applicant 2 Signature

Date

Phone Number

Applicant 2 Printed name

Email

Applicant 3 Signature

Date

Phone Number

Applicant 3 Printed name

Email

Applicant 4 Signature

Date

Phone Number

Applicant 4 Printed name

Email

Owner's Agent Signature

Date

Owner's Agent's Initials _____

Prospective Tenant's Initials _____ 2