

## APPLICATION CRITERIA

All applicants for residency will be processed through a credit-reporting agency. All responsible parties 18 years of age or older must complete and sign an application. Unauthorized occupants are strictly forbidden.

In reviewing the application, all or part of the following areas will be taken into consideration.

1. **CREDIT**

All credit status for the last 2 years will be checked through the appropriate **Credit Bureau**. The credit history must be free of any outstanding debt to previous landlords, and creditor.

2. **RESIDENT/RENTAL HISTORY**

The last 2 years resident/rental history is required. All appropriate phone numbers and addresses, where this information may be **VERIFIED**, must appear on the occupancy application. All resident history must be free of rental housing evictions, skips and all delinquencies.

3. **EMPLOYMENT INCOME**

Applicant's **local employment** must be verified, including salary amount. Monthly rent cannot exceed 33% of the gross monthly income.

4. **CHECK WRITING HISTORY**

No evidence of negative check writing history.

5. **CRIMINAL HISTORY**

The criminal records of all household members over the age of 18 will be checked and reviewed for felony and misdemeanor offenses. The information gathered as the result of this check would effect the approval of the application.

6. **NON U.S. CITIZENS**

Must be able to provide documentation from U.S. Immigration to verify legal entry and residency in the United States for the length of the lease term.

This community is committed to **DRUG-FREE HOUSING**. The lease agreement prohibits criminal activity, including drug related criminal activity on or near our premises.

**PLEASE TAKE YOUR TIME AND FILL OUT YOUR APPLICATION THOROUGHLY TO INSURE TIMELY PROCESSING. PROCESSING CANNOT BEGIN UNTIL A COMPLETED APPLICATION IS RECEIVED.**

**Signing this acknowledgment indicates that you have had the opportunity to review the landlord's resident selection criteria. The resident selection criteria may include factors such as criminal history, credit history, current income and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.**

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_

Revised 12/27/07



