

# Statement of Rental Policy & Application Process

We are glad you're interested in our rental property. For your convenience, we have prepared this overview of our guidelines used in processing all rental applications. Please feel free to ask any questions.

**We are an equal opportunity housing provider:** It is our policy to rent our units in full compliance with the federal Fair Housing Act and all state and local fair housing laws. We do not discriminate against any person because of race, color, ethnic background, religion, sex, age, marital or family status, physical disability or sexual orientation.

**Rental unit availability:** Rental units only become available when they are completely ready to rent, including cleaning, painting, and the completion of all maintenance work and planned improvements.

**Valid photo identification and written authorization:** You must be able to present a current photo ID such as a driver's license, military or state identification card, or passport so that we can verify your identity. If your rental application is selected, we will require a photocopy of identification at the time of your move-in to be kept in your tenant file. You must authorize us to verify all information in your rental application from credit agencies, current and prior landlords and employers, and personal references, and allow us to run a criminal background check.

**Occupancy guidelines:** In compliance with all applicable fair housing laws we have established restrictions on the total number of persons to occupy a given rental unit. Our guidelines allow up to 3 people in this unit. Occupancy will be limited to the persons indicated on the original rental application and lease unless otherwise agreed in writing. Any proposed additional tenants must complete a rental application and be processed and approved through this same tenant screening process prior to occupying the rental unit. Any "guest" regularly present on the property overnight over a period of three weeks or more will be considered a tenant and will be expected to complete the application process and register as a tenant if qualified.

**Application process:** All rental applications are evaluated in the same manner, and each adult applicant must voluntarily provide his or her social security number for us to obtain a consumer credit report. Every adult applicant with a different last name must complete a separate rental application form and pay the nonrefundable application fee in advance. Any false or incomplete information will result in the denial of your application. If discovered after you are approved and have moved in, we reserve the right to terminate your tenancy. We will verify the information provided on each application through our own screening efforts and/or with the assistance of an independent tenant screening firm. A credit report, criminal history, and employment and rental references for each and every applicant in a given rental unit will determine whether our criteria has been met.

## **Rental Criteria**

**Income:** The total combined monthly gross income of all rental applicants in a given rental unit must be at least two and a half times the monthly rental rate. Only income that can be verified will count. We expect rental applicants with income to prove at least 6 months of continuous employment. You must provide proof of a source of income if you are unemployed. Remember, all adult tenants are joint and severally liable, which means that each one can be held responsible for the payment of all funds due regardless of the ability to pay.

**Credit history:** You must be able to demonstrate fiscal responsibility. If you have any charge-offs, unpaid debts, or a pattern of delinquent payments, your application may be denied.

**Rental history:** Each rental applicant must be able to demonstrate a pattern of meeting their rental obligations, leaving prior rental properties in good condition and not having a pattern of complaints from their neighbors. We will require satisfactory rental references from your prior landlord/s. If you have ever been evicted for any lease violation, your application may be denied.

**Criminal history:** If you have even been convicted of (or pled guilty or no contest to) a felony, or a misdemeanor involving violence, sexual misconduct or honesty, your application may be denied.

**Guarantors:** If you do not meet one or more of the above criteria, you may be able to qualify for a rental unit if you have a third party located within the state that will guarantee your lease. The guarantor must pass this same application and screening process except that we will deduct the guarantors own housing costs before comparing his or her income to our income criteria.