



Rental Criteria

The following is our criteria for renting with our agency:

1. A separate rental application must be fully completed, dated, and signed by each applicant and all co-applicants. Spouses can complete one rental application. Every person 18 years of age or older who will be occupying the dwelling must complete a rental application.
2. The rental application will be reviewed when submitted to ensure we have all information needed to determine your eligibility.
3. Each applicant must provide a government photo identification and allow it to be photocopied.
4. Applicants who are first-time renters, have a FICO score below 650 or who do not have sufficient income under paragraph 6 below, may qualify (pending owner's approval) by having the lease guaranteed by a guarantor. The guarantor must have a gross monthly income of at least three (3) times the monthly rent and must meet all other qualifying criteria. The guarantor must complete and sign a lease guaranty agreement. The lease may be guaranteed only by a relative or employer.
5. If applicant's family will be occupying the dwelling, the family size must be appropriate for the available property, i.e., no more than two adults per bedroom, in most circumstances.
6. Employment and monthly income must be verifiable. If employed, applicant must provide their three (3) most recent pay stubs. Other sources of income and verification could include, but are not limited to, tax returns, bank statements, 1099's, proof of government payments, proof of investment or trust fund income, student loan or grant award documents, Court Orders for child or spousal support, etc. Total monthly income of each applicant must be three (3) times monthly rent. (Otherwise, a guarantor is necessary.)
7. Applicant(s) may be denied occupancy for the following reasons:
 - Falsification of application by any applicant
 - Incomplete application by any applicant
 - Insufficient income

- Criminal conviction by an applicant or by other occupants (including children) who plan to live in the unit.
- Poor credit history of any applicant (credit reports are obtained; previous bankruptcy requires an additional security deposit equal to one month's rent)
- Poor rental profile of any applicant (rental history reports are obtained). Rental history of:
 - Non-payment or frequent late payment of rent
 - Eviction
 - Drug use
 - Poor housekeeping
 - Poor supervision of applicant's children
 - Unruly or destructive behavior by applicant, applicant's children or applicant's guests
 - Violence to persons or property by applicant, applicant's children or applicant's guests
 - Non-payment of application fee and application deposit at the time of submittal.

8. Although some property owners may permit pets with a pet deposit and/or additional pet rent, the following breeds or mixes that are considered aggressive, will not be permitted at any property: Chow, Doberman, German Shepherd, Pit Bull, Rottweiler and Wolf Hybrids.

9. In order to secure a property, a completed, and qualified, application, application fee, \$45 nonrefundable administrative fee and application deposit must be remitted.

We do not discriminate on the basis of race, color, religion, sex, national origin, disability or family status.

I HAVE READ AND UNDERSTAND THE ABOVE RENTAL CRITERIA.

Applicant Full Name: _____

Applicant Signature: _____

Date: _____



RENTAL / LEASE APPLICATION

102

THIS SECTION TO BE COMPLETED BY LANDLORD / OWNER

DATE _____ RENT \$ _____ DEPOSIT _____ REQUESTED MOVE-IN DATE _____

PROPERTY NAME _____ PROPERTY ADDRESS _____

OWNER/AGENT _____ PHONE _____ FAX _____

ADDRESS _____ CONTACT PERSON _____

CURRENT	NAME (APPLICANT)		MAIDEN NAME	
	DATE OF BIRTH		SOC. SECURITY #	
	PRESENT STREET ADDRESS		CITY	
	STATE		ZIP	
	FROM	TO	PHONE	RENT AMOUNT \$
	LANDLORD NAME		PHONE	
LANDLORD STREET ADDRESS (OR APARTMENT NAME)		CITY		STATE ZIP

PREVIOUS	FORMER STREET ADDRESS		CITY	
	STATE		ZIP	
	FROM	TO	FORMER LANDLORD	PHONE
	FORMER LANDLORD STREET ADDRESS (OR APARTMENT NAME)		CITY	
STATE		ZIP		
OTHER STATES AND COUNTIES YOU HAVE LIVED IN THE PAST 5 YEARS				

EMPLOYMENT	PRESENT EMPLOYER			
	STREET ADDRESS		CITY	
	STATE		ZIP	
	PHONE		POSITION	
	GROSS PAY		OTHER INCOME (2ND JOB)	
	SOURCE		PREVIOUS EMPLOYER	
STREET ADDRESS		CITY		STATE ZIP
PHONE		POSITION		HOW LONG? (DATE HIRED)

REFERENCES	BANK (CHECKING)	BRANCH	PHONE	ACCOUNT NUMBER
	BANK (SAVINGS)	BRANCH	PHONE	ACCOUNT NUMBER
	LIST ALL OTHER OUTSTANDING DEBITS (Attach additional sheets if necessary)		BALANCE	MONTHLY PAYMENT
			BALANCE	MONTHLY PAYMENT
	RELATIVE / PARENT		ADDRESS	PHONE
	PERSONAL REFERENCE		ADDRESS	PHONE
HAVE YOU EVER BEEN EVICTED? <input type="checkbox"/> YES <input type="checkbox"/> NO DATE _____				
HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT EVER BEEN CONVICTED OF, PLED GUILTY OR NO CONTEST TO ANY FELONY OR MISDEMEANOR? <input type="checkbox"/> YES <input type="checkbox"/> NO WHO _____ WHERE _____ WHEN _____				

OTHER	OTHER OCCUPANTS: NAME	AGE OR DATE OF BIRTH	AUTOMOBILES	LICENSE NO.	PETS - subject to approval by management Number & type _____ Do you intend to use: <input type="checkbox"/> WATERBED <input type="checkbox"/> AQUARIUM <input type="checkbox"/> MUSICAL INSTRUMENT _____ Do you have Renter's Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No
			OTHER VEHICLES		
			PARKING SPACES NEEDED		

APPROVAL	Why are you vacating your present place of residence? _____	
	Have you given legal notice where you now live? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I/We understand that giving incomplete or false information is grounds for rejection of this application. If any information supplied on this application is later found to be false, this is grounds for termination of tenancy.	
	Owner/Agent has charged a screening charge as set forth above. Landlord may obtain a consumer credit and/or an Investigative Consumer Report which may include the checking of the applicant's credit, income, employment, rental history, criminal court records and may include information as to his/her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606 1681d(b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provided to the Owner / Agent by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation. If the application is approved, applicants will have _____ hours from the time of notification to either execute a rental agreement or reservation deposit.	
APPLICANT _____ PHOTO I.D. VERIFIED: <input type="checkbox"/> YES <input type="checkbox"/> NO INCOME DOCUMENTATION: <input type="checkbox"/> YES <input type="checkbox"/> NO		
DATE APPLICATION SUBMITTED _____ <input type="checkbox"/> CREDIT CHECK <input type="checkbox"/> CRIMINAL / CIVIL CHECK <input type="checkbox"/> FULL REPORT MEMB. ACCT _____		

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