

# Applicant Screening Criteria

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Thank you for your interest in

Any person that is age 18 or older, or an emancipated minor, must:

- 1) Complete an Application to Rent.
- 2) Pay the non-refundable Application Fee of \_\_\_\_\_.
- 3) Present a current and valid government-issued photo ID.
- 4) Agree to verification of all information provided by you during the application process.

The following applicant screening criteria are intended for informational purposes only and are subject to change without notice. We cannot guarantee approval or availability. Some communities may require additional information – for more details, please contact the community's leasing office.

## Leasing Office Contact Information

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Resident History

- We will verify the current and prior residence/address history for a minimum of three years.
- All applicants must have no evictions or evictions filed.\*
- No more than two (2) late rent payments within the past 12 months.\*

*\*NOTE: Due to COVID-19, we will not consider rental history (payment, collections, L/T Records) from March 1, 2020 – September 30, 2021.*

## Income

- We will verify the gross monthly income for all applicants.
- A minimum combined gross monthly rent-to-income ratio of: \_\_\_\_\_
  - NOTE: Applicants with Section 8 or VASH vouchers or other public assistance or rental subsidies must have a combined gross monthly rent-to-income based on the applicants' share of the effective monthly rent.
- All income sources must be verifiable and paid directly to the applicant, a representative of the applicant, or the landlord on behalf of the applicant.
- Applicants must show proof of legal, verifiable income.
- Acceptable proof of income includes, but is not limited to:
  - Bank statements (3 most recent)
  - Paychecks or stubs (3 most recent)
  - An offer letter on company letterhead
  - Previous year's W2 or 1099
  - Proof of government payments
    - Social Security
    - Disability
    - Welfare
  - Proof of retirement or investment income
  - Proof of child/spousal support
  - Student loans or grants
  - Section 8 or VASH\* vouchers
  - Or any other of the following:
    - Public assistance
    - Rental subsidies
    - Legal, verifiable income

*\*VASH: Veteran Affairs Supportive Housing*

## Credit

- All applicants 18 and older are subject to credit screening.
- Applicants must not owe any money to their current or a previous landlord
  - NOTE: Due to COVID-19, we will not consider rental history (payment, collections, L/T Records) from March 1, 2020 – September 30, 2021.
- Bankruptcies, regardless of date, must be closed, dismissed, discharged, etc.

## **Criminal**

- We conduct comprehensive background checks that include criminal history searches.
- Applicants with a felony conviction against a person or property, or any applicant with a felony conviction for the sale or manufacture of a controlled substance, may be denied.
  - Prior to the denial of any applicant based on criminal background, we will conduct an individualized assessment of each applicant to determine whether the applicant poses a current direct threat to resident safety or property.
  - In accordance with the 2016 HUD Guidance and the California Fair Housing Regulations, the individualized assessment will consider relevant mitigating information such as:
    - 1) the facts or circumstances surrounding the criminal conduct;
    - 2) the age of the individual at the time the conduct occurred;
    - 3) evidence that the individual has maintained a good tenant history before and after the conviction or conduct;
    - 4) evidence of rehabilitation efforts including satisfactory compliance with all terms and conditions of parole and/or probation; successful completion of parole, probation, mandatory supervision, or Post Release Community Supervision; a Certificate of Rehabilitation under Penal Code Section 4852.01; or other conduct demonstrating rehabilitation, such as maintenance of steady employment;
    - 5) other relevant facts or circumstances surrounding the criminal conduct and/or conduct after the conviction; or
    - 6) any other mitigating factors that the applicant wants to be considered.

## **Other Criteria**

- Landlord Collection/Judgements: must be paid-in-full prior to applying; the proof may be required.
- Foreclosure: considered in the overall credit screening and scored accordingly.
- Homeowners: mortgage payment history is included in the overall credit screening.
- Occupancy Standards: (two occupants per bedroom + one occupant)
  - One Bedroom = 3 occupants
  - Two Bedrooms = 5 occupants
  - Three Bedrooms = 7 occupants
  - Four Bedrooms = 9 occupants

## **First Qualified, First Approved**

✓ If checked, Landlord's written screening criteria are provided together with this Application.

Completed applications are considered in the order received, and the first applicant who meets Landlord's screening criteria will be made an offer to rent. Applicants are not charged a screening fee unless or until their application is actually considered. In the case of payment of a screening fee tendered by cash, check, or money order at the time the Application is submitted, such payment will not be deposited or cashed, as applicable, unless this Application is actually considered. In the case of payment of a screening fee tendered by credit or debit card, payment may be authorized and a hold placed at the time the Application is submitted but such payment will not be charged unless this Application is actually considered. In the event Landlord inadvertently charges screening fees to multiple applicants as the result of concurrent submissions, Landlord will refund the screening fee within 7 days to any applicant whose application is not considered, except as otherwise agreed by applicant. Landlord is not required to refund a screening fee to an applicant whose application is denied, after consideration, because the applicant does not meet the landlord's established, written screening criteria.

### Property-Specific Criteria

\_\_\_\_\_ If checked, one guarantor may be used only if the applicant's gross monthly income does not meet the minimum rent-to-income requirement. The guarantor's gross monthly income must meet the minimum rent-to-income ratio of **4 times** the monthly rent.

*NOTE: a guarantor cannot be used to improve an applicant's score.*

\_\_\_\_\_ If checked, this is a non-smoking property.

\_\_\_\_\_ If checked, this is a no-pet property.

\_\_\_\_\_ If checked, this property allows the following pets:

*Max. Weight: . \*\*Assistance animals for persons with disabilities are not considered to be pets, and are not subject to some of the pet policies (such as pet fees, weight restrictions, and other restrictions), but do require advance written approval of management.\*\**

*If checked, this property requires renter's insurance.*

\_\_\_\_\_ ▪ \$100,000 Minimum Liability; \$500 Maximum Deductible.

Please contact the leasing office with any questions.

Thank you.