

TENANT SELECTION CRITERIA

Developed by: M. BRENT LEONHARD, Attorney at Law

THE FIRST QUALIFIED APPLICANT WILL BE SELECTED

The following must be paid in advance of occupancy:

First month's rent in the amount of \$ _____

Last month's rent in the amount of \$ _____

Damage deposit in the amount of \$ _____

Non-Service Animal Pet fee of \$ _____

If you do not meet the following qualifications, you may contact the landlord or his/her attorney, _____, to discuss your particular details. However, the landlord reserves the right to deny your application at the landlord's sole discretion.

Section 8 is accepted on most units, subject to landlord's discretion. Allowances may be given to some of these items at the landlord's discretion.

If you have specific questions, please call _____

The following criteria apply to all tenant applicants EQUALLY regardless of race, creed, color, national origin, sex, marital status, child status, disabilities, and service animal needs:

- Two pieces of verifiable identification.
- If Section 8, applicant must sign a consent form allowing the local Public Housing Authority to verify information from your file regarding rental history.
- Verifiable income of at least 3 times the monthly rent payment.
- Six (6) months employment history in current position, one-year employment in similar field or position, or other stable source of income for 6 months.
- Favorable rental history that is acceptable to the landlord for the past 2 residences or 2 years (whichever is longer). Favorability will be determined by the following non-exclusive factors:
 - Payment record, damages, complaints related to tenant/occupants/guests, proper notice given when vacating, general housekeeping, presence of unauthorized occupants.
- Favorable credit history. The following non-exclusive factors will be considered:

Total monthly debt obligations not excessive to family income, credit scores, number of late payments, responsible behavior toward repayment of debt accrued, number/amount in collection status (prefer zero), changes in credit patterns due to circumstances.

- No evictions during past 5 years.
- No rent or damages owing to prior landlords (including unpaid judgments).
- Acceptable criminal history of all occupants - No felony convictions of any type and no misdemeanor charges as related to:
 - Domestic violence,
 - Hate crimes,
 - Sexual offenses,
 - Drug use, possession, delivery or manufacturing, or
 - Gang related activity
- Ability to pay costs in full prior to occupancy.
- Occupancy guideline is ____ people per bedroom + ____ person(s)

APPLICATIONS MAY BE DENIED FOR ANY OF THE FOLLOWING REASONS:

- Adverse credit history
- Adverse current rental reference
- Adverse prior rental history
- Incomplete application
- Falsifying any application information
- Inadequate income
- Adverse criminal/court records
- **Inability for landlord to verify any information on application**
- Information requested, but not provided in timely fashion
- Submitting NSF check for deposit/screening fees

RECEIVED, ACKNOWLEDGED, AND REVIEWED this ____ day of _____, 200__.

LANDLORD

TENANT

TENANT

TENANT