

## APPLICANT SCREENING CRITERIA

Honesty is the best policy!

- 1. **IDENTIFICATION**: Applicants shall provide two pieces of identification, one of which contains a personal picture at the time of application.
- 2. **APPLICATION PROCESS:** Applicant is urged to review the screening criteria to determine if requirements can be met. Each applicant over 18 shall submit a completed application and pay the appropriate applicant-screening fee. Acceptance or denial of the application may take up to seven days. Upon acceptance, applicants(s) may be required to sign a reservation agreement and pay a reservation deposit, sign a rental agreement.
- 3. **RENT TO INCOME RATIO**: Combined income of all applicants shall be two to three times the rent.
- 4. **SOURCE OF INCOME**: All sources of employment and non-employment income shall be legally obtained and verifiable. At the time of application, it shall be the obligation of the applicant to provide proof of income through tax returns, investment reports or other financial data, pay stub or employer verification. Stability of the source and amount of income during the past 5 years may be considered.
- 5. **INCOME TO DEBT RATIO**: Housing and utilities shall not exceed 35% of the total income. If the applicant does not have installment debts, income to debt ratio for housing may be permitted to be up to 50% of income.
- 6. **HOUSING REFERENCES**: The applicant(s) shall provide information necessary to verify current and previous rental history for the past five (5) years. Information obtained from those related by blood or marriage may require compliance with the variance policy. If the applicants housing during the past five years has included home ownership, mortgage payment history shall be considered.
- 7. **CREDIT WORTHINESS**: Credit worthiness may be determined from a credit report which should reflect prudent payment history. Applicant(s) history should be free from evictions, judgments, collections and bankruptcies.
- 8. **LIMITATIONS**: Occupancy may not exceed two persons per bedroom. Smoking is not permitted in the unit. Parking shall be limited to two vehicles per unit, if applicable. Pets may or may not be permitted, dependent on the owner/agent.
- 9. **ARRESTS AND CONVICTIONS**: Arrests and/or convictions may be evaluated. Any individual whose occupancy could constitute a direct threat to the health or safety of another individual or could result in physical damage to the premises will be denied!
- 10. **DEMEANOR AND BEHAVIOR**: The behavior and demeanor of applicants during the application process will be considered.
- 11. **INCOMPLETE, INACCURATE, OR FALSIFIED INFORMATION**: Any information that is incomplete, illegible, inaccurate, or falsified may be grounds for rejection or termination of the rental agreement upon discovery.
- 12. **VACATING THE UNIT**: As stated in the rental agreement, a 30-day notice in writing is required before vacating a unit. Tenant is responsible for the final 30 days of rent.
- 13. **APPLICATION FEE**: The application fee is \$45.00 (non-refundable) per adult occupant (any person over the age of 18). Co-signer applications are subject to \$45.00 application fee as well.
- 14. No marijuana, medical or otherwise, may be grown, stored or consumed on the premises without prior written consent of the Owner/Agent!

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- 1. Denial of application, or
- 2. If a co-signor is accepted, such individual(s) will also be required to meet the screening criteria, and/or
- 3. Payment of an additional security deposit.

<b>Applicant Initials</b>	I	<b>Date</b>	
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## APPLICANT AUTHORIZATION TO RELEASE CREDIT INFORMATION

I understand that Tenant Data will be processing my rental application & may access my credit information from national repositories. I authorize my references and creditors to release, to Tenant Data, all information necessary to complete said report. I further authorize my references and creditors to release said information telephonically, through email and/or fax, and request it be done in this manner whenever possible. Furthermore, I understand Tenant Data has my authorization to research all public records for my criminal and eviction history. I also understand that it may be necessary to verify my current employment. I authorize my current employer to release any information that may be required to complete the credit report. I further authorize Tenant Data to use a photocopy of this form when necessary to verify more than one of my references. I request that such a photocopy be fully honored.

Dated this	Day of		Year	
Dated this Applicant's LEGAL NAME:				
Applicant's Signature:				
Spouse's LEGAL NAME:			-	
Spouse's Signature:				
Applicant's SS#:		Applicant	's Date of Birth:	
Spouse's SS#:				
Current Address:				
City:	(	State:	Zip	
Applicant's Phone #		Spouse	's Phone #	
JERRY SCHEFFLER / KIM S Ordered By:			Fax Number	
SILVER REPORT – Cr	edit Report			
GOLD REPORT – AIM	I, Credit Rep	oort, Felony & Misd	emeanor Check, Evictio	on Check
PLATINUM REPORT - Rent & Employment Vo		ort, Eviction Check	Felony & Misdemeano	or Check,





For MFHCO Applicant Screening Services Clients: Indicate services requested:

## APPLICATION FOR RENTAL



	Applicant Scree	ening Charge \$_	Rent \$	Requested Move In Dat	e:
Landlord Tele	phone #:	Fax #:	Contac	t Person:	
Owner/Agent a	nd Name and Ad	idress of Property	(including city, sta	ite, zip)	
PLE/				E BOTH SIDES OF APPLICATION	V.
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Date of birth:	Soc	cial Security #		Work Telephone #S	State:
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Supervisor:	Telepi	none #:	Date of Hire:	Position:	
Total monthly in	come:	_Sources/Amounts/	/Frequency:		
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Complete address	s including city,	state, zip:			
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2)	Name Emergency Contact:	Address	Relationship	Telephone: (	)
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PET Type	e: Size_		<b>PET #2</b> Type:	Size	Weight
Has	Pet ever injured anyone or damaged any	ything? DYes D No	Has Pet ever injured anyo	ne or damaged an	ything?  Yes  No
<b>APP</b>	LICANT SCREENING CHA	RGE DISCLOSU	RE(S)		werter sell
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