

APPLICANT CRITERIA AND SCREENING POLICY

HOW DO I APPLY?

Complete the enclosed application packet. There are three places you should sign. Turn in your completed packet along with a check, cash or money order for \$40 per adult (per packet) and a copy of your most recent pay stub to our office at 21935 NE Halsey St. Ste. 1100. We will also need to see one piece of photo ID and your social security card. Each adult; married or single must fill out a packet. Read and understand how to qualify before filling out your application to rent.

HOW DO I QUALIFY?

INCOME Applicant, or combined applicants must gross at least two times the monthly rent. Each applicant must have the same, verifiable source of income for a minimum of one year. 5 years of verifiable income is required. If you have just started your first job we will take that into consideration.

RENTAL HISTORY Each applicant must have a verifiable current and previous address and must have a satisfactory rental reference from their current and previous landlords. If applicant is a homeowner then applicant must have lived at same address for a minimum of 3 years and may be required to pay a 1 & 1/2 times deposit. If applicant is a first time renter they may be required to pay additional deposit of \$300 up to the amount of a months rent.

INSURANCE Each applicant must have, or be willing to obtain Renter's Insurance at the time of signing a Rental Agreement and must carry Renter's Insurance through the term of the Rental Agreement.

BACKGROUND We may obtain a Credit Report which generally consists of Credit History, including Credit Standing. We may conduct a search of Public Records, including but not limited to judgments, liens, evictions, criminal and status of collection accounts.

UTILITIES You must be able to obtain a utility account in your name for all of the utilities that are paid by the tenant for this unit. If you cannot your application may be denied.

An application may be denied for one or more of the following reasons:

- an incomplete application form
- unable to verify information as provided by the applicant
- inaccurate or false information from the applicant
- negative reports from any source
- applicant's credit history is unsatisfactory
 - unpaid utility bills or collection account
 - judgment or collection from a landlord
 - debt to income ratio to high
- applicant has unstable rental history
- applicant has undisclosed or unpermitted pet
- applicant does not have insurance
- insufficient income or employment history
- we find criminal, civil or eviction records
 - felonies less than 7 years old
 - misdemeanors less than 2 years old
 - any outstanding warrant or probation
 - any drug related, identity theft or check forgery, sex crime or violent crime conviction will result in a denied application.
 - any eviction less than 10 years old

ANIMALS OR PETS ARE LIMITED TO THE FOLLOWING: Pets/Pet Owners are subject to the written Rules and Regulations of the individual MHP. Please refer to the **RULES** regarding **pets** found under the Park listing that you are interested in.

If your application is approved you will receive a phone call. If your application is denied you will receive a letter mailed to the current address given on your rental application.

You have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or a credit reporting agency. You have the right to request in writing within 30 days the reason if your application is denied.

Owner/Agent is charging an application Screening Charge of \$40 per applicant. This charge is non refundable unless the Owner/Agent does not screen the applicant. We require each adult (married or single) to fill out an application packet. We expect to complete the Application Screening Process in one to three days, however due to circumstances beyond our control it may take longer than 3 days.

We reserve the right to deny any applicant based on their behavior during the Application interview.

APPLICANT SCREENING AUTHORIZATION

Please print neatly to reduce mistakes and typos. City, State and Zip Codes, Social Security Numbers and Birthdates are required. One per person please or it will be rejected.

Applicant Full Name

First, Middle, Last

Social Security Number _____

Date of Birth _____

Employer _____

Current Address _____

Street, City, State, Zip

Previous Address _____

Street, City, State, Zip

I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing including, but not limited to, a check of my credit. I understand that if I am denied tenancy due to my credit standing, I have the right to dispute the accuracy or completeness of any information in the credit report.

Applicant Signature _____ **Date** _____

Other: _____ Telephone: () _____

PERSONAL PROPERTY

Automobile: Make _____ Model _____ Year _____ License # _____ State _____

Automobile: Make _____ Model _____ Year _____ License # _____ State _____

Other Vehicles/Boats _____ Model _____ Year _____ License # _____ State _____

Do you own the following: Piano/Organ? Yes No Water-filled furniture? Yes No
Fish Tank or Aquarium? Yes No A Lawn mower? Yes No A Vacuum cleaner? Yes No

| | |
|--|--|
| PET #1 Type: _____ Size _____ _____ Weight _____ Has Pet ever injured anyone or damaged anything? <input type="checkbox"/> Yes <input type="checkbox"/> No | PET #2 Type: _____ Size _____ _____ Weight _____ Has Pet ever injured anyone or damaged anything? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|

APPLICANT'S COMMENTS & EXPLANATIONS: _____

MEMBERS OF HOUSEHOLD

For purposes of identification only, please list names and either ages or dates of birth of other persons to occupy unit:

APPLICANT SCREENING CHARGE DISCLOSURE(S)

1) Owner/Agent may obtain a tenant screening or credit report which generally consists of:

- a) credit history including credit standing;
- b) public records, including but not limited to judgments, liens, evictions and status of collection accounts;
- c) information verification;
- d) current obligations and credit ratings; and
- e) criminal records
- f) employment

2) Owner/Agent is requiring payment for an Applicant Screening Charge of \$40 none of which is refundable unless the Owner/Agent does not screen the applicant. An application is valid for up to 15 days from receipt date by Owner/Agent.

I understand I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency. I also have the right to request in writing within 30 days the reason if my application is denied. We require at least three days to complete the application Screening Process. We reserve the right to deny any applicant based on their behavior during the Application interview. If your application is approved you will receive a phone call. If denied you will receive a letter mailed to the current address given on your rental application.

Applicant Signature: _____ **Date:** _____