

RENTAL APPLICATION CRITERIA

NON-DISCRIMINATION

Lease Evaluations, Inc ("Management") operates in accordance with the Federal Fair Housing Act, as well as all state and local fair housing and civil rights laws. We do not discriminate against any person based on race, color, religion, gender, national origin, age, sex, familial status, handicap, disability, veteran status, or any other basis protected by applicable state or local laws. The Rental Criteria below outlines some of the policies for this community with regard to standards that may be required by each applicant in order to be approved for residency.

APPLICATIONS

All applicants must be of legal age. The application fee is non-refundable, and your application will be kept on file for 30 days. **Applications are to be completed in full; applications containing untrue, incorrect, or misleading information will be denied.**

All persons (18 years of age & older) that will be occupying the property need to complete an application.

- All applicants are required to have a valid Social Security number.
- A valid checking account is required for monthly online rent payments.
- All adults that will be living in the home must provide a unique and active email address.
- There is a limit of 2 occupants per bedroom (includes children).

IDENTITY VERIFICATION

This community utilizes an Identity Verification service. This service may contact you via text to verify your identity as part of the application process. In the event that we are not able to authenticate your identity, you could be asked to provide a combination of identifying documents that each display your name and address including but not limited to:

- Social Security Card
- Driver's License
- Passport
- Invoice/Bill

RENTAL SCORE

All applications are submitted to On-Site.com, a third-party rental applicant screening company. **All applications are evaluated based on a rental scoring system.** Rental scoring is based on real data and statistical data such as payment history, quantity and type of accounts, outstanding debt, and age of accounts. Every applicant is treated objectively because each application is scored statistically in exactly the same manner.

The rental scoring system will compare your application to On-Site's database, and by evaluating those statistics and real data in accordance with pre-established criteria set by Management, On-Site will recommend one of the following:

- **Accepted.** The applicant will be accepted with the standard deposits and fees.
- **Accepted with Conditions.** Depending on the community's policy, the applicant may be given the option to pay an additional security deposit.
- **Denied.** The application will not be accepted. The applicant will be provided with contact information for the consumer reporting agencies that provided the consumer information.

GUARANTORS/CO-SIGNERS

If On-Site recommends "Accepted with Conditions" or "Denial," a guarantor or co-signer may be considered. In this instance, the original applicant's application will be re-submitted along with the guarantor or co-signer's application. Applications for guarantors and co-signers processed through On-Site are also scored, but are typically held to a more stringent, pre-established screening standard because guarantors and co-signers are technically responsible for the payments for this residence, as well as their own place of residence.

The Guarantor/Co-Signer must be:

- reside locally to the property
- have exceptional credit



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- have a gross monthly income equal to at least 4x the rental amount of the property

INCOME VERIFICATION

Applicants that are employed are subject to employment verification, with the following guidelines:

- Gross monthly income of all tenants responsible for the lease, must be equal to at least 3x the monthly rent for the desired unit.
- Please email us a **PDF** of your last 2 months of paystubs, and your offer letter if have been employed under 2 months
- If you are self-employed or receive a 1099 at the end of the year, you will be required to send us your most recent tax returns and your 2 most recent bank statements.
- For Guarantors/CoSignors, please refer to the section above, labeled "GUARANTORS/CO-SIGNERS"

CREDIT SCORE

Our landlords are looking for:

- All tenants responsible for the lease, must have a credit score of 600+
- For Guarantors/CoSignors, please refer to the section above, labeled "GUARANTORS/CO-SIGNERS"

RESIDENCE VERIFICATION

Management reserves the right to verify the applicant's residence history.

- No negative rental history or unpaid balances on a previous rental.

CRIMINAL CHARGES/CONVICTIONS

- Each occupant is subject to a criminal background check.
- If convicted of a crime, applicants are encouraged to submit additional information and documentation helpful in the assessment of the nature, severity, and recency of the crime along with any mitigating circumstances and rehabilitation efforts.

EVICCTIONS

- No eviction "filings" within the past for any applicant.
- No Car Repossessions.

RENTER'S INSURANCE

- Tenant Liability Insurance is required.

PETS

- Pets are accepted to pet-approved homes, on a case-by-case basis.
- The following dog breeds are not permitted: Akita, Alaskan Malamute, Chow, Doberman Pinscher, Great Dane, Pitbull or pit-mixes, Rottweiler, Staffordshire Bull Terrier, Wolf or wolf-hybrids.
- Other breed/weight restrictions may apply.
- Please submit a photo of your pet with your application documents.
- Pet fees apply.

APPLICATION DOES NOT CREATE A LEASE

This application, even if accepted, shall under no circumstances be considered a lease agreement between Applicant and Landlord, or an offer to lease. No lease shall exist between Applicant and Landlord until the parties enter into a formal Lease Agreement and Applicant pays all required fees, deposits, and rent.

PROCEDURE

Upon receipt of your paid rental application, we will do the following:

- Check your credit report.
- Conduct a criminal background check.



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- Check public records for any past evictions.
- Verify employment.
- Verify monthly income.
- Verify your landlord references.
- You will be contacted regarding any additional information needed, which may include photo ID, proof of income/paystubs, and pet photos.
- **Your application will be assigned within 1 business day. Once assigned, please allow 5 business days for processing. ****
- **INCOMPLETE APPLICATIONS CAN EXPECT TO TAKE 5+ BUSINESS DAYS FOR PROCESSING TIME AND A DECISION ON YOUR APPLICATION WILL BE DELAYED.**
- Please note that failure to provide complete and accurate information on your application will result in delayed processing.

**For busier markets, processing time can take up to 7-10 business days and 10+ business days if the application is incomplete.

MOVE-IN & OUT DATES

- Monday - Friday, 9-5pm, any other day or time may be accommodated for a \$150 fee.

DENIAL POLICY

If your application is denied due to unfavorable information received on your screening report you may:

- Contact On-Site to discuss your application and identify any unfavorable information.
- Supply On-Site with proof of any incorrect or incomplete information.
- Request that On-Site re-evaluate and re-report your screening information and rental score to Management.

HOW YOU CAN IMPROVE YOUR RENTAL SCORE

Your rental score results from information found in your credit report, criminal history, references, and application data. Such information may include your history of paying bills and rent, the accounts you have, collections and delinquencies, income and debt.

Your rental score may change if the underlying information it is based upon changes. To improve your score, concentrate on paying your bills on time, paying down outstanding balances, and removing incorrect information. Your chances of approval may also improve if you apply for an apartment with lower monthly rent, or use a guarantor or co-signer if permitted by Management.

HOW YOU CAN REMOVE INCORRECT INFORMATION

On-Site is committed to accuracy and will investigate any information you dispute. Contact our Renter Relations team at 1-877-222-0384. If you provide proof of your claim, we will promptly make appropriate adjustments. Download the form on our site for details.



Signed by

(Applicant)

Date

