

Screening Criteria

1. Each lease holder(s) must be 18 years of age or older and is required to complete an application and pay an application fee of \$35.00 per person. The application fee will be applied as follows. Administrative fee of \$10.00 for income and employment verification, \$16.95 for credit check and criminal history check, and \$8.00 for rental history verification.
2. Each applicant must provide a valid driver's license or government issued photo identification.
3. No more than two persons per bedroom shall occupy the premises except in the case of an infant less than six months old. Any person less than six months old will not be considered an occupant when occupancy standards are reviewed.
4. Total gross monthly income must equal 2.5 times the monthly rent amount.
5. All applicants must have a minimum of one year's continuous employment history. If the applicant has recently changed employers or relocated to the area, the applicant's most recent employment history may be used as long as the applicant shows proof of employment.
6. Self employed applicants will be required to show the previous year's personal income tax return as proof of income and bank statements from the previous 3 months.
7. Applicants who work on a commission based salary only must also show the previous year's personal tax return along with the last 3 month's bank statements as proof of income.
8. Other sources of income not derived from employment, such as but not limited to, student loans, social security, trust funds, unemployment benefits, and child support, must provide sufficient documentation of such funds and the funds must cover and be available to the applicant for the duration of the entire lease period.
9. A credit report will be obtained on each applicant. An unsatisfactory credit report is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments, bankruptcies or a high debt to income ratio. If an applicant is rejected, for poor credit history, the applicant will be sent an Adverse Action letter containing the address and telephone number of the credit reporting agency that provided the credit report (but not the content of the credit report). Should the applicant's credit report contain an "Red Flag" (as the term is defined under the Fair and Accurate Credit Transactions Act of 2003) the applicant will be required to provide additional documentation to authenticate the applicant's identity.
10. Applicant's rental history must be verifiable.
11. Criminal history is obtained through a criminal history report and will be performed on each applicant age 18 or over. The report must be free of any felony charges and misdemeanor charges or deferred adjudication involving the following: violent or sexual crime, fraud, embezzlement or theft, destruction of property, violation of probation, indecent exposure, violence, stalking, fire arms, or illegal drugs or any crime involving a minor.
12. Guarantors must have a monthly income of 3 times the monthly rent amount and must meet all other qualifying criteria as stated above. Guarantors must complete an application for rental and pay a 35.00 application fee and will be listed on the lease as a lessee. A guarantor must be aware that they are guaranteeing the entire lease agreement regardless of how many separate lease holders there are listed on the lease agreement.

The above information is evaluated with a rules based report method that weights the indicators of future rent payment performance. The report outcome is based on the analysis of prior renter's indicators and for approving the lease. These requirements may include but are not limited to, additional documentation of income or employment, additional rental reference, satisfaction of delinquent debt, or an additional deposit. subsequent payment performance. We may choose to accept or reject an applicant, or seek additional [Fair Housing Policy](#)

Forseman Rental Property Management is committed to compliance with fair housing laws. Fair housing laws do not require equal treatment of all persons. Instead they require that persons may not be discriminated against because of race, color, religion, sex, national origin, ancestry, handicap, marital or familial status, sexual preference, or age.

Date _____

Applicant Signature