

## Tenant Screening Policy

The Gardens Apartments take the tenant screening process very seriously. Please review our list of criteria and if you meet the criteria, please apply. Please note that we provide an equal housing opportunity; we do not discriminate on the basis of race, color, religion, sex, disability, national origin, or familial status. All applicants are screened by the same policy and procedures.

**A complete application is required for each adult 18 years of age or older.** If a line is not filled in, and the omission is not explained satisfactorily, we will return the application to you; and you may be denied.

**Each applicant must provide a photo ID** (driver's license or other government issued photo identification) prior to lease execution. Failure to do so is grounds for rejection.

**Your rental history must be verified by unbiased sources.** If you are related by blood or marriage to one of the previous landlords listed on application, or your rental history does not include at least two previous landlords, we will require a qualified cosigner on your rental agreement (qualified cosigners must meet all applicant screening criteria) or an additional security deposit with the total not to exceed more than two months' rent. It is your responsibility to provide us with the information necessary to contact your past landlords. We reserve the right to deny application if, after making a good faith effort, we are unable to verify your rental history. If you owned, rather than rented, your previous home, you must furnish mortgage company references and proof of title ownership or transfer.

**You must have sufficient income/resources.** If you do not have monthly income, to include, but may not be limited to, wage income, social security benefits, pension benefits, child support, alimony, housing voucher payments of at least 1.5 times the monthly rental rate per month your application will be denied.

**We must be able to verify independently the amount and stability of your income** through sources such as pay stubs, employer/source contacts, or tax records. If you are self-employed, you will be required to provide tax records, bank records, or a list of client references.

**False information is grounds for denial.** Your application will be denied if you misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated immediately.

## Tenant Screening Policy (continued)

**Criminal convictions for certain types of crimes will result in denial of your application.** Your application will be denied if, in the last 5 years, you have been convicted of any type of crime that involved the following: violence, fire arms, illegal drugs, theft, crimes involving theft or destruction of property, or any crime involving a minor. Exceptions for simple misdemeanor offenses may be granted.

**Certain court judgments against you may result in denial of your application.** If in the past 7 years, you have been through a court-ordered eviction or had any judgment against you for financial delinquency your application will be denied. This restriction may be waived if there has not been more than one such incident, you have satisfied the judgement or obligation, circumstances can be justified, *and/or* you provide a qualified cosigner on your rental agreement.

**Poor references from previous landlords will result a denial of your application.** Your application will be denied, if in the last 5 years, if your previous landlords report significant complaints such as repeated disturbance of the neighbors' peace, reports of prostitution, drug dealing, or drug manufacturing, damage to the property beyond normal wear and tear, reports of violence or threats to landlords or neighbors, allowing persons not on the lease to reside on the premises, and failure to give proper notice when vacating the property. Also, you will be turned down if a previous landlord would be disinclined to rent to you again for any reason pertaining to lease violations by you or others on the property during your tenancy.

**We will accept the first qualified applicant. If you are accepted and do not take possession you WILL lose your application deposit. NO EXCEPTIONS!**

If your application is accepted, you will be required to sign a rental agreement in which you will agree to abide by the rules of the rental unit. All persons responsible for the lease will sit through our tenant orientation process. A complete copy of our rental agreement is will be provided to you. Additional copies will be \$20.

**I understand and accept these qualifying standards and have truthfully answered all questions. Further, I understand that falsification of rental application information will lead to denial of rental.**

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Prospective Tenant

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Date

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Prospective Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prospective Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord/Manager

\_\_\_\_\_  
Date