

**These items will be checked and are used during the application process for determining approval or denial:**

The application(s) must be filled out completely and accurately. An incomplete application may be rejected or not processed. Any misstatements or omissions made on your application, whether or not discovered before you move into the building, is grounds for denial of an application or termination of an existing lease. Information must be legible and verifiable. If information given on the application cannot be checked out and verified, this is a reason for rejection. Omission of information, such as an address or employer, may be grounds for rejection.

**Identification and Application Process**

Every prospective tenant over 18 must be screened and must provide a government-issued photo ID.

**Housing History**

Applicants must have a positive housing history. We require the name and last known telephone number of each landlord/property manager/mortgage or contract for deed payee for each address you have had for the last three years. Roommate references will not be accepted. A positive housing history is one of the most important things considered in screening an application. The refusal of a prior landlord to give a reference, or a negative reference, may be grounds for rejection. In the case of first time renters, young people, or students, this requirement may be varied subject to additional requirements of owner or management.

**Eviction Filings or Unlawful Detainers**

Unlawful detainers or evictions may be basis for rejection of an application.

**Credit Check**

A positive credit history is required. An adverse bank or credit reference, high debt, past due or dishonored debt, or the absence of a credit history may be grounds for rejection.

**Income Verification**

Income from valid sources must be sufficient to pay the applicant's rent and other bills/expenses. To be counted as household income, amounts must be verifiable, reliable, and predictable. We do not consider income from non relevant parties such as charities, donations, emergency assistance and government subsidizes as valid personal income. Income from other sources are not grounds very rejection, just not counted towards your income total.

**Tenant/Owner/Landlord Relationship**

The relationship between a landlord and tenant is a business relationship. A courteous attitude is required from everyone. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, has been drinking, is argumentative, or in general displays an attitude at the time of the unit showing and application process that causes management to believe we would not have a positive business relationship.

**Occupancy Limits**

Maximum number of residents equal to two persons per bedroom.

**Criminal History Check**

Applicants who have a criminal history or any kind may be rejected.

**Employment Check**

All Applicants must be employed. The employment must be verifiable.