

- ____ Picture I.D. copied/ confirm correct identity w/ valid social security #.
- ____ Application Fee – paid by check, money order or credit card (no cash).
- ____ Sex Offender Registry (print result for file)

(Circle one)

INCOME is \$ _____ monthly, verified w/copy of last 2 pay stubs or income statements.
 Monthly gross income is 4 times or more than the rent (5)
 Monthly gross income is 3 times or more than the rent (non-taxable income x 1.3)..... (4)
 Qualified relative co-signer w/ 5 times the rent in income (3)
 Roommates which must combine income to qualify (2)
 Income less than 3 times w/ bank account(s) offset shortage..... (1)
 Income less than 3 times the rent and/or conditions above cannot be met.... **(Automatic Denial)**

CREDIT HISTORY: Trans Union / Automated Online Decision Score..... **Approved (5)**
Conditional (2)
 Current Bankruptcy, Fraud Alert, False I.D., False SSN# **Denied (-4)**
 Application Falsification, Eviction/rental balance..... **(Automatic Denial)**

CRIMINAL HISTORY: Applicant(s) will be Denied if any of the following are discovered: sex offences, drug trafficking, violent crime, terrorism, burglary, theft, arson, vandalism, and active probation or parole on any of the above..... **(Automatic Denial)**

RENTAL / MORTGAGE HISTORY Confirm w/ _____ phone # _____

- *24 or more months of positive rental or mortgage payment history..... (5)
- *13-23 month’s positive rental or mortgage payment history (verifiable/non-relative)..... (4)
- *6-12 month’s positive rental or mortgage payment history (verifiable/ non-relative)..... (3)
- *Less than 6 months positive rental history or no rental history (perform eviction search)..... (2)
- *Mortgage history w/more than 3 late or pass due payments in a year (1)
- Unfavorable responses from previous landlord..... **(Automatic Denial)**

Move-In Date: _____ Move-Out Date: _____ Amount of rent \$ _____

- All balances have been paid? (Yes/No)
- Rent was paid as agreed without being late more than 3 times in the last year? (Yes/No)
- Was the apartment/house left in good condition without damage? (Yes/No)
- Would you re-rent to this applicant based on rental history? (Yes/No)
- Was the lease fulfilled (without a hostile early termination)? (Yes/No)
- Applicant(s) kept home clean and free of pests (no bedbugs, or excessive trash) (Yes/No)
- Did applicant(s) generate any complaints from neighbors? (Yes, please explain)..... (Yes/No)
- Did applicant(s) have any lease violations? (Yes, please explain) (Yes/No)

Additional comments: _____

Income Score _____	(15- 13) \$250 deposit or special.
Credit Score _____	(12- 11) Deposit = 1 month’s rent.
Rental Score _____	(10- 6) Deposit = 2 month’s rent.
Total Score _____ = Add one from each.	(5 - 4) Deposit = 3 month’s rent.
	(3 - 0) (Denied)

Scores are averaged for multiple applicants to determine deposit requirement or decision.
Automatic Denial denies all applicants or the score total indicates a..... **(Denied)**
 Final score for applicant(s) _____, Deposit required \$ _____ **(Approved)**
 Applicant phone # _____ Notified _____ (date) Accepted terms.. **(Yes / No)**

Lease date _____, Rent \$ _____, + Deposit \$ _____, + Pet Fee _____,
 + Pet Rent\$ _____, = Total Cost at move-in \$ _____.

