

- ____ U.S. Gov. issued Photo 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 results for file)
- ____ Sheriff’s Website Eviction Check (print results 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 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) convicted of criminal activity involving a controlled substance, violence, or sex crime (or appear on registry).....(**Automatic Denial**)
 Other crimes against people and property are evaluated on severity, repetition and the time since the offense. Denied Applicants may provide more information and appeal in writing within 48 hours of the decision for further consideration.....(**Approved/ Denied**)

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 and/or eviction judgement... (**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 \$ _____.

