

**APPLICATION SCORE SHEET** - Processor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ U.S. Gov. issued Photo I.D. copy / 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 (print results for file)

**Score**  
**(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 ..... (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) to offset shortage..... (1)

Income less than 3 times the rent and/or conditions above cannot be met. (**Disqualified-Denied**)

**CREDIT HISTORY:** Reporting Agency / Automated Decision Score..... **Approved (5)**

**Conditional (2)**

Current Bankruptcy, Fraud Alert, False I.D., False SSN# **Denied (-4)**

Application Falsification, Eviction/rental balance..... (**Disqualified-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..... (**Disqualified-Denied**)

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: \_\_\_\_\_

**CRIMINAL HISTORY:** The application may be Disqualified-Denied if any of the applicants or anticipated occupants have been convicted of certain crimes committed during a reasonable time prior to application, subject to limitations and exceptions by local ordinance. Such crimes against people and property are evaluated on severity, repetition and the time since the offense occurred. Denied Applicants may provide more information and appeal in writing within 7 days of the decision for further consideration.....(**Approved or Disqualified-Denied**)

**Total Score**

+Income Score ( \_\_\_\_\_ ) (15 - 13) \$500 Deposit or special.

+Credit Score ( \_\_\_\_\_ ) (12 - 11) Deposit = 1 month’s rent.

+Rental Score ( \_\_\_\_\_ ) (10 - 6) Deposit = 2 month’s rent.

Total Score = ( \_\_\_\_\_ ) (5 - 4) Deposit = 3 month’s rent.

(3 - 0) (Denied)

Scores are averaged for multiple applicants to determine deposit requirement or decision.

**Disqualified-Denied** denies all applicants or the **Total Score** indicates a..... (**Denied**)

Final score for applicant(s) \_\_\_\_\_, Deposit required \$ \_\_\_\_\_ ..... (**Approved**)

Applicant phone # \_\_\_\_\_ Notified \_\_\_\_\_ (date) Accepted terms...(**Yes / No**)

8-1-2021

