



Rental Criteria

- All potential tenants who are 18 years or older shall complete a rental application and pay the application fee of \$35 plus a \$5.00 service charge per unit. The exception is persons who have written proof that they have a power of attorney and can sign legal documents on behalf of another, "care givers of live-in aides" and persons who can't legally enter into a contract.
- Source of Income: Any legal verifiable source of income is acceptable. We expect that applicants earn/have a minimum of 2.5 times the monthly rent amount each month gross of verifiable income. If there will be a co-signor/guarantor, then their monthly gross income shall be 4 times the gross monthly rent. This shall be based upon an aggregate gross monthly income of the applicants. If the applicant doesn't have monthly income, then they shall have 2 years of rent in cash or cash equivalent. If the applicant's expenses exceed the monthly rent, then they shall have a co-signor/guarantor or be denied. The co-signor/guarantor shall sign a separate "guarantor" agreement and not be on the lease.
- Maximum number of occupants is two persons per bedroom plus one additional person for the unit.
- If the unit is a studio or efficiency unit, the standard shall be 220 sf of superficial floor area and then another 100 sf of floor space for each additional occupant.
- Should an occupant be added to the unit by being born, adopted, foster child, or other custodial situation after the leasing of a unit then they can remain in the unit until the lease expires or for up to 4 months after the birth, whichever is longer before they must either transfer to a larger unit or move from the property. This would not be applicable to the addition of adult occupants who would be considered unauthorized occupants in violation of the lease
- If information given on the application is false, the applicant will be denied.
- First qualified applicant shall be accepted. Auto-approval means applicant meets all minimum rental standards.
- Conditional approval: If a tenant does not meet all of our minimum standards then we will move to the next applicant if there is one and continue to process until an applicant meets all our minimum standards. If no applicants in our possession qualify then the first non-qualified applicant shall be given the opportunity to rent the available unit if they increase their security deposit to 2-times the monthly rent. This is valid for poor credit applicants.
- Applicant shall be denied should a previous landlord state that they were late with rental payments on a consistent basis or was a problem tenant harassing staff or other negative comments such as loud parties or other disruptive behavior.

- Applicants who have gone through foreclosure within the past 3 years or have no rental history then they shall pay 2-times the monthly rent as a security deposit.
- Past evictions: If a person has a past eviction within 3 years then they shall be denied.
- Late Rent: An applicant with no history of late rent shall be approved. If an applicant has been late with the rent no more than 3 times shall be conditionally approved with 2-months security deposit. An applicant who has a history of being late with rent more than 3 times in a 12-month period shall be denied. Applicants who have no more than 1 NSF checks shall be conditionally approved with 2-month security deposit. Applicants that have more than 1 NSF check in a 12-month period shall be denied. An applicant who has one 3-day pay or quit notice issued in a 12-month period shall be denied.
- Disturbances – An applicant shall have no more than one disturbance in a 12-month period for sound or other minor violation. Should the applicant be found to have been in a physical altercation with another tenant or neighbor their application shall be denied. If the applicant is the victim of physical or psychological abuse, stalking or other similar situation then the above provision shall not apply.
- Damages to former property – All rental property debts shall be paid in full prior to the applicant being approved. If applicant has not paid for prior damage to their previous rental property, then the applicant shall be denied. If tenant can prove that there is a reasonable dispute between prior landlord and themselves then the applicant can be conditionally approved by agreeing to pay a 2-month security deposit.
- Credit history – No applicant shall have more than \$1,000 of outstanding bad debt or charge offs other than medical. An applicant with a FICO score of above 640 with no outstanding bad debt or charge offs shall be approved. An applicant with \$1,000 or less of outstanding bad debt or charge offs excluding medical or a credit score of less than 640 but more than 550 shall be conditionally approved by paying a 2-month security deposit.
- Bankruptcy – A tenant shall be conditionally approved if they have filed bankruptcy in the past 7 years as long as they meet above requirements by paying a 2-month security deposit.
- No credit – If an applicant has no or little credit then they shall be conditionally approved by having a co-signer/guarantor and pay a 2-month security deposit.
- Upon acceptances of the applicant they shall provide a copy of a government issued photo ID to attached with the lease. No photo copies of Military IDs will be accepted. Proof of citizenship is not a criterion for determining acceptance of an applicant.
- Criminal background check – No applicant shall be denied based solely on a criminal background check unless they are convicted of manufacturing or distribution of illicit controlled substances.
- Illegal drug use/manufacturing of illegal drugs – No applicant shall be approved if they have been convicted of manufacturing or distributing illegal drugs. An applicant who is currently using illegal controlled substances shall also be denied tenancy.
- Pets – No pet shall be more than 25 pounds in an apartment/duplex/triplex or more than 60 pounds in a single family detached home. There shall be no more than 2 pets allowed. A

separate pet addendum shall be signed. There shall be no breed that is not allowed by the owner's insurance company such as but not limited to Rottweiler, Pit Bull, Doberman Pincher or other breeds disallowed by the insurance company.

- No smoking – No smoking is allowed in any rental unit or in the common area of our rental properties.
- If there is an age restriction for the community, then the applicants shall comply with community age restrictions.
- Applicants who are rude or otherwise disrespectful to Encore Realty, Inc. staff during the leasing process may be denied based upon actions of the applicant at the sole discretion of Encore Realty, Inc. management/staff.

Date

Date