

CWREE APPLICANT SCREENING

Applicant: Please read carefully before starting your application.

In order to maintain the quality of our neighborhoods, keep our long term tenants, and to avoid possibilities for illegal activity, we use screening procedures to evaluate all prospective tenants before we rent. Our procedures as well as reasons why an applicant may be rejected are listed below. After you review our criteria and feel you will meet our requirements, please complete our application. We provide equal housing opportunity as we do not discriminate on the basis of: race, color, religion, sex, handicap, national origin, familial status, marital status, sexual orientation, lawful source of income, age, or ancestry.

OUR APPLICATION: One completed application from each adult (18 years or older) intending to live at our rental unit is required. If the completed application contains any omission (exclusion or leaving out information), it will be returned to you. You must provide a valid photo ID, and your social security number and/or evidence of legal U.S. residency if you are not a U.S. citizen. If your application is approved, be prepared to produce your photo ID for a photo copy to be included in your file.

RENTAL HISTORY: It is your responsibility to provide detailed and complete information necessary to contact your present and past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history. If you owned your previous home, rather than rented, we may request you to provide us with your mortgage company references and proof of title ownership or transfer.

VERIFIABLE GROSS INCOME: We must be able to verify independently (**for each applicant**) the amount and stability of your income by using recent pay stubs, employer/source contact, or tax records. You must be employed with the same employer at least 12 consecutive months. If **self employed:** business license, tax records, bank records, or a list of client references is required. **Retirees** may include proceeds from personal funds and IRAs. Housing vouchers and certificates may be accepted but are not included as part of your gross income, and are subject to approval of the property manager. **At least 28% of applicant's gross monthly income must meet or exceed the total amount of the listed rent and escrow amount.**

EARNEST MONEY IN THE AMOUNT OF THE SECURITY DEPOSIT IS REQUIRED TO HOLD THE PROPERTY WHILE THE INFORMATION ON YOUR APPLICATION IS VERIFIED AND APPROVED. THIS WILL BE RETURNED TO YOU IN THE FORM OF A CHECK ON THE THRID BUSINESS DAY IF YOUR APPLICATION IS DENIED BY OUR OFFICE. FIRST MONTHS RENT IS DUE AT LEASE SIGNING, WHICH MUST BE COMPLETED WITHIN ONE WEEK OF POSTING YOUR DEPOSIT.

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CO-SIGNER: If a co-signer is required, the co-signer must complete the application and meet all the same requirements as the applicant. Their verifiable income must be at least 2.5 times the rent and their own rent or mortgage payment. We must be able to verify their monthly rent or mortgage payment amount.

YOU WILL BE DENIED RENTAL IF:

1. You misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.
2. You have ever been convicted of a sex offense and/or are a registered sex offender.
3. In the last 5 years, you have had a conviction for any type of crime that would be considered a serious threat to real property or to other residents' peaceful enjoyment of the premises, including manufacture or distribution of controlled substances, assault & battery, arson, harassment, kidnapping, murder, terrorist threats, or an attempt to commit any of these crimes.
4. In the last 5 years, you have been through a court-ordered eviction, or had a judgment against you for financial delinquency, property damage, drug use, or any criminal activity.
5. There are any judgments for financial delinquency still outstanding (not satisfied).
6. Previous landlords report significant complaint levels of non compliance activity such as: repeated disturbance of neighbors peaceful enjoyment of the area; reports of gambling, prostitution, drug dealing, or drug manufacturing; reports of violence or threats to landlords or neighbors; allowing persons not on the rental agreement to reside on the premises; failure to give proper notification when vacating the property.
7. Previous landlords would be declined to rent to you again for any other reason pertaining to behavior of yourself, your pets, or others allowed on the property during your tenancy.
8. Your credit check shows accounts that are not current. For example, credit check records showing occasional payments within 30-59 days past due could be acceptable, provided you can justify the circumstances. Records showing late payments past 60 days or a judgment against you for financial delinquency are not acceptable.

I have read and understand the screening criteria. I acknowledge receipt of this form.

_____ Date _____
