

Applicant Screening Requirements

To be considered for one of our Clear Water Real Estate rental properties, an application for each adult tenant must be submitted, along with a \$20 nonrefundable fee. This is intended for processing and does not constitute a commitment to lease or guarantee selection of a specific property.

Our screening procedures are to evaluate a prospective tenant prior to renting. The goal is to keep long-term tenants, avoid possibilities of illegal activity, and maintain the quality of our neighborhoods. Providing equal housing opportunities, we do not discriminate on the basis of race, color, religion, sex, disability, nationality, sexual orientation, lawful source of income, age, ancestry, or familial/marital status.

RENTAL HISTORY: It is your responsibility to inform us of the necessary information to contact your present/past landlords. We reserve the right to deny your application if we are unable to verify your rental history. If you previously owned your home, references from the mortgage company and proof of title ownership or transfer will be needed.

INCOME: Each applicant's gross monthly income must be verifiable, and you will be asked to provide proof. Having been employed by the same company for at least one consecutive year is one of our stipulations. If retired or self-employed, we may ask for a business license, tax records, personal funds, IRAs, and/or other forms of documentation.

Housing vouchers and certificates may be accepted as a form of rental payment, but they will not be considered as part of your gross monthly income.

AT LEAST 28% OF THE COMBINED APPLICANTS' INCOME MUST MEET OR EXCEED THE RENT AMOUNT FOR THE DESIRED PROPERTY.

CO-SIGNER: If we are unable to approve an applicant, we may be able to consider. and a co-signer is required, they must also complete the application and meet all of the same requirements. However, we must be able to verify the income is at least 2.5 times the total of the listed rent plus their own rent/mortgage payment.

YOU WILL BE DENIED RENTAL IF:

- You misrepresent any information on the application. If this is found to be true after a rental agreement is signed, the agreement will be terminated.
- In the last 5 years, you have had convictions for a crime that would be considered a serious threat to a rental property or to other residents. This includes but is not limited to manufacture/distribution of a controlled substance, assault, battery, and sex offense. If you are a registered sex offender, you will be automatically denied.
- Within the last 3 years, you have been through a court-ordered eviction or judgment for financial delinquency. There also cannot be ANY unsatisfied judgements in terms of financial delinquency on your record.
- Your previous landlord reports significant complaints of noncompliant activity. This includes repeated disturbances of neighbors, reports of gambling, prostitution, drug activity, violence, or threats to surrounding tenants, allowing persons not on the rental agreement to reside on the premise, late payments or failure to give proper notice when vacating the property. If they decline to rent to you again for any other reason pertaining to the behavior of yourself, children, pets, or others during your tenancy, that will also be grounds for denial.

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

Signature: _____ **Date:** _____