

RPMS Rental Requirement and Criteria

Our screening criteria is in compliance with State, Local and Federal Fair Housing laws and practices. No person shall be discriminated against on the basis of race, religion, sex, disability, familial status, marital status, age, national origin, sources of income, or sexual orientation. Criteria for screening is applied equally and consistently to all applicants. Federal Occupancy Standards Apply

All persons, 18 years or older, who will be occupying the unit will be required to complete and sign a separate rental application. The screening of each application is at the expense of the applicant (s). **The application fee of \$50.00 is NON-REFUNDABLE, regardless if the applicant is approved or denied. Application fees must be paid with cashier's check or money order. Cash and personal checks are not accepted.**

All applicants shall be jointly and severally liable for the rental contract. All applicants are required to provide one piece of verifiable photo identification and must be legally able to enter into a binding contract/lease agreement. Documents to include with your application include: Two (2) months' worth of paystubs, W-2's, VHA documents, photo I.D. and/or other supporting documents needed to process your application. All supporting documents need to be turned in with the application. Incomplete applications will result in denial of the application. **We do not accept Portable Screening Reports.**

Upon applicant(s) approval the security deposit for the dwelling must then be paid in full within 24 hours to continue securing the unit. Cashier's Check or Money Order only. Once the deposit is paid, the unit will be removed from the market and the security deposit will NOT be refunded for any reason if the applicant(s) decides not to move in.

Upon application approval, the unit will be held for no more than 7 days if the unit is rent ready. Applicant will need to take financial possession at that time. If the unit is not rent ready, the unit will be held no longer than 7 days past the date the unit is available for occupancy. If the unit is not ready by the date promised the applicant(s) have the right to a refund of their deposits.

A point system is used to qualify applications and uses the criteria listed below for calculations. Each applicant must apply and qualify as an individual. Additional deposits, should they apply will be based on the score of each applicant.

Credit History:

1. Additional deposits will be based on your credit score and other screening criteria. A Co-signer cannot be used for poor credit. Co-signers can be used for income qualification only. A Co-signer agreement will be executed in this case.
2. Any outstanding housing related debt/judgments or balances due, not included in a discharged bankruptcy will result in a denial. A current, non-discharged bankruptcy will result in the applicant(s) being denied.
3. FICO score: Under 500 is an automatic denial of the application. 500-599 equivalent to an additional security deposit of ½ a months rent. 600-699 is equivalent to an additional security deposit of \$250. No credit score= additional security deposit of ½ a months rent.

All Applicants Initial Here: _____

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Rental History:

1. A minimum of 12 months rental history must be obtained in order to consider your application (can be a combination of multiple references.) Your name must have been on the lease or loan agreement. Rental references from friends/family will not count toward your history.
2. Negative current or past reference items can be grounds for a denial. An eviction, not included in a bankruptcy, will disqualify an applicant.
3. Three (3) or more NSF, Late Fee, 3 Day Notices to pay or vacate, 10 Day notices or Non-Compliance Notices within twelve (12) months will result in denial of the application.
4. An Eviction less than five (5) years will result in the denial of the application.

Criminal Background Criteria:

1. Upon receipt of the rental application and paid screening fee, Owner/Agent will conduct a search of public records to determine whether the applicant has been convicted of, or pled guilty to or no contest to any crime. The nature and severity of the offense will be taken into consideration. Demonstrable risk to the safety of the community and residents; staff and property will result in a denial for reasonable cause.
2. A conviction, guilty plea or no contest pleas for any felony involving theft, assault, death, prostitution, drug related weapons charges, sex crimes and/or child sex crimes, etc. Will be grounds for denial of the application.
3. The same criteria is applied to misdemeanors.

Income Guidelines:

1. A combination of income from all applicants can be used to meet the required three (3) times rent guideline.
 - a. Two months' worth of paystubs will be required with the application. Self-employed applicants will need to provide two (2) years of tax returns and proof of recorded documentation through the state.
 - b. All income will be considered including, but not limited to: Social Security, retirement income, child support, housing assistance, spousal support, self-employment and disability.
 - c. An applicant that does not meet the requirement of three (3) times rent may apply with a co-signer who is a family member or guardian but the co-signer must prove four (4) times rent and pass the background/criminal, credit and rental history portions of the application.

Immediate Disqualifications:

1. A current, non-discharged bankruptcy, Eviction less than five (5) years, Housing related debt or rental reference that would not re-rent for documented reasons.
2. Conviction, guilty or no contest plea to a felony for reasons listed in this document.
3. Misdemeanor determined by nature and severity.
4. Unverifiable documents or information provided on the application.
5. Falsified information provided on the application.

All Applicants Initial Here: _____

Roommates:

All applicants must submit an application, pay the screening fee and qualify independently (except income which can be combined) in order to reside in the unit.

Assisted Living Criteria:

Applicants requiring the assistance of a permanent or temporary live-in caregiver will be required to have the caregiver complete an application and pay the screening fee. Criminal background and Credit will be used to determine qualification. Prior rental history and Income guidelines will not apply to a caregiver.

Pets: Pets are negotiable on some properties with Owner/Agent approval, additional deposits, fees and standard breed restrictions apply.

Renters Insurance:

Upon move in, and through the duration of tenancy, all tenants must provide proof of renter's insurance which includes a minimum of \$100,000 legal liability for damage to the landlord's property. RPM Services must be listed as an additional interest on the policy. Tenant may purchase required insurance from an insurance agent of their choice.

Important Information:

1. If your application is denied, we will mail an Adverse Action Letter to the address you provided on your application, which lists the reasons for denial. You may contact us to discuss the results.
2. If the denial was based on negative information on your credit report, please contact one or all of the three (3) major credit reporting agencies to correct the information.
3. Any applicant found to currently be using illegal drugs will be denied.
4. Any applicant who poses a direct threat to the health and safety of an individual, the complex, the property of others, the owner/agent or others, will be denied.
5. You have the right under the Federal Fair Credit Act to request a written summary of your rights as well as a complete and accurate disclosure of the nature and scope of the screening process.
6. DEPOSITS ARE POTENTIALLY REFUNDABLE. FEES ARE NON-REFUNDABLE

I/We have received and read the Applicants Screening & Selection Policy

Print

Signature/Date

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Signature/Date

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Signature/Date

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