



## RESIDENT SELECTION CRITERIA

**Application Fee: \$50 per person**

**Administrative Fee: \$150**

**1. Fair Housing Statement.** The community is a fair housing provider and does not discriminate against persons on the basis of race, color, religion, national origin, sex, familial status, disability, creed, marital status, public assistance, ancestry, and sexual or affectional orientation.

**2. Application Requirements.** Your application must be filled out completely and accurately. An incomplete application may be rejected or not processed. Any misstatements or omissions made on your application, whether or not discovered before you move into the building, is grounds for denial of an application or termination of an existing lease. Information must be legible and verifiable. Your application may be rejected if any requested information (such as an address or employer) on the application is omitted or cannot be verified.

**3. Identity Verification.** Government-issued photo identification will need to be presented by all persons wishing to view an apartment and/or applying for residency. All persons must be 18 years of age to apply.

**4. Business Relationship.** The relationship between a landlord and tenant is a business relationship. A courteous and businesslike attitude is required from both parties. The Community reserves the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, has been drinking, is argumentative, or in general displays an attitude at the time of the unit showing and application process that causes the Community to believe it would not have a positive business relationship.

**5. Income.** If your application is accepted or accepted with conditions, we will require written verification of income (pay stub, letter by HR officer on company letterhead, previous year's federal tax return or other official documentation). If we are unable to verify your income or your income is contrary to your lease application, our acceptance of your lease application will be withdrawn. The following income requirements apply:

- Total combined gross monthly income from all sources must be at least 3 times the amount of monthly to be approved. Applicants with gross monthly income that is less than 3 times the monthly rent will be required to pay an additional security deposit. Applicants with gross income less than 3.0 times the monthly rent will be disqualified.
- Subsidy recipient's income must be 3 times the amount of the rent portion they are responsible to pay.

**6. Credit History.** A credit history background check will be performed on all applicants. The following credit requirements apply:

- Any open bankruptcy filings within the past five (5 years) will be disqualified. Bankruptcies that have been discharged are acceptable provided proof of the discharge is furnished.
- A Credit risk score of 680 or higher is required for approval. Applicants with a score between 650-679 will be required to pay an additional security deposit. Applicants with a score lower than 650 will be disqualified.

**7. Rental History.** A positive rental history is required. The following items will disqualify you from rental acceptance:

- Any eviction filed against you within the last seven (7) years.
- Any negative rental reference or a history of lease violations or broken lease terms (i.e.: late payments, NSF checks, noise complaints, skips, or negative reference) may disqualify you from rental acceptance.
- Any outstanding balance owed by you to any previous or current landlord.

**8. Criminal Background Search.** If your application is accepted or accepted with conditions, we will conduct a criminal background search. It is our policy not to lease neither to applicants who have been convicted of felonies or certain misdemeanors within the last 7 years, nor any lifetime-registered sex offender. We have a pre-defined selection configuration which has been provided to our Criminal Search vendor. Prior to final acceptance of any applicant, our Criminal Search vendor will search for criminal background information on each applicant. If a report is found, it will be compared to our pre-selected criteria and a determination regarding whether an applicant meets our criteria will be made. If your application is rejected based upon our pre-selected criteria, you will be given the name, address and telephone number of the consumer reporting agencies which provided your criminal information to us. An applicant rejected for an unsatisfactory criminal background is encouraged to obtain a copy of the criminal report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

**9. Consent to Verify Credit, Criminal Background and previous occupancy history.** All applicants must agree to the following by executing this Resident Selection Criteria form:

*I hereby consent to allow **TAB Property Management, Inc.**, through its designated agent and its employees, to obtain and verify my credit information including a criminal background search, previous occupancy history and employment/income history for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, **TAB Property Management, Inc.** and its agent shall have a continuing right to review my credit information, rental application, criminal background, payment history and occupancy history for account review purposes and for improving application methods.*

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



*Comfort. Style. Location.*