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**QUALIFICATION WORKSHEET**

**Applicant Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Property Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AUTOMATIC DENIAL**

 Any felony conviction within 10 years or any conviction for crimes against a person. (Verify)

\_\_\_\_\_\_\_Materially incomplete, misleading or untruthful application.

 Any evidence of illegal activity, disturbing the peace, property damage, code violations, health or safety hazard creation.

 Any instance where a landlord reference shows a balance owing from rental charges, fees or damages.

 Any two (2) complaints from a landlord for policy violations within a twelve (12) month period, or a landlord would not re-

rent due to violations.

 Any Eviction/Unlawful Detainer 5 years or newer or any Eviction/Unlawful Detainer not satisfied and paid in full.

 Any rental reference that includes three (3) or more NSF within a twelve (12) month period.

 If household size exceeds the rental guidelines of two (2) persons per bedroom.

 If income is less than three and a half (3.5) times the monthly rent. \*(See Notes)

 Any instance where applicant is unable to provide up to two (2) forms of identification, including government issued photo

ID.

\_\_\_\_\_\_\_Any instance where applicant has NO rental history and ALL accounts are NEGATIVE. \*(See Notes)

 An un-discharged bankruptcy.

 Does not demonstrate compliance with Pet Policy.

\_\_\_\_\_\_\_Unverified social security number.

\_\_\_\_\_\_\_Any foreclosure under two (2) years old.

\_\_\_\_\_\_\_Unable to pay required deposits and rent prior to move-in.

\_\_\_\_\_\_\_Negative Mortgage

**TERMINALS** **Give one (1) negative point for every instance where there are:**

\_\_\_\_\_\_\_Eviction over 5 years… but has been satisfied and paid in full.

 A discharged bankruptcy under two (2) years old.

 Any rental reference that includes more than three (3) late payments or two (2) NSF’s in a twelve (12) month period.

 Any Foreclosure.

 Applicant has No Rental history and No Credit history.

\_\_\_\_\_\_\_A non-dangerous felony conviction over 10 years old and no history of violations of any type since.

**SCORING:** **1 point – a deposit equal to two month’s rent or co-signer**

 **2 points – applicant will be denied**

**NEGATIVES**  **Give one (1) negative point for every instance where there are:**

\_\_\_\_\_\_\_Any Eviction 10 years or older that has been paid in full/satisfied.

 Four (4) negative credit accounts on report including negative collection accounts or charge offs under $250.00 not shown

as PAID.

 A judgment or lien not shown as satisfied, including court ordered child support.

 A discharged bankruptcy over two (2) years old.

 Two (2) negative credit accounts on report including negative collection accounts or charge offs over $250.00 not shown

as PAID.

 Any instance of proper notice to vacate not being given to landlord or failure to fulfill lease.

 Any instance where cumulative rental and/or mortgage history is less than one (1) year.

 Any instance where employment is less than one (1) year or the applicant is in a new industry.

 Debt service obligations are greater than 25% of income.

\_\_\_\_\_\_\_A credit score of 525 or below OR no credit history.

\_\_\_\_\_\_\_Ordinance violations or non-felony convictions, excluding fewer than 3 traffic violations in a 12 month period.

**SCORING:** **2 points – a deposit equal to one and half (1 1/2) of the deposit rate will be required.**

 **3 points – a deposit equal to two (2) month’s rent will be required.**

 **4 points or more – DENIED**

**1 Terminal & 1 Negative – deposit equal to two (2) month’s rent and co-signer required**

 **1 Terminal & 2 Negatives – DENIED**

\*May be met by a qualified co-signer with an income of 6 times the rent or prepaying lease term.

**TOTAL SCORE: NEGATIVES: \_\_\_\_\_ TERMINALS:\_\_\_\_\_ AUTOMATIC DENIAL: \_\_\_\_\_ APPROVED: DENIED: \_\_\_\_**

 **APPROVED WITH ADDITIONS:\_\_\_\_\_\_\_\_**

 **Circle One**: Deposit equal to one and half (1 1/2) of the deposit rate will be required.

 Deposit equal to two (2) month’s rent will be required.

 Co-Signer

 Pre-pay lease term

Above criteria verified by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_ Double Checked By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Notified of acceptance or denial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Method:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_

If denied, was the denial letter sent by mail:\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

**PETS**

Does Applicant have pets?\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date emailed owner for approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner Approved:\_\_\_\_\_\_\_\_\_\_\_\_ Method:\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_

Pet Application Date Sent:\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received:\_\_\_\_\_\_\_\_\_\_\_

Any other notes/follow up action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date sent application to AAA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Desired Move in date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deposit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Required Income:\_\_\_\_\_\_\_\_\_\_\_ Income they have: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any additional fees (HOA, Sewer, Etc.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Casenet:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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It is the responsibility of the applicant to review all rental criteria prior to submitting an application.