

Application Standards Letter

Date: _____

Dear Applicant,

We are working to keep our apartments safe and pleasant for our residents. Therefore, we use screening procedures to evaluate each prospective tenant before we rent. These procedures, as well as reasons an application might be rejected, are listed below. Read this information carefully before completing an application. Please talk to the rental agent if you have any questions or need more information. We welcome applications from all people who meet our application standards as described below.

Application Standards

1. An applicant is any person who will live in the apartment or who will make or guarantee rent payments for the people living in the apartment. An applicant does not include any government or private agency that provides housing assistance.
2. Each adult applicant (18 years old and above) must fill out an application completely. [Alternative: Each set of adult applicants with the same rental history and shared financial resources may fill out one joint application.] If an application is incomplete, we will notify you that the application will not be processed. If any information on the application is false, the application will be rejected.
3. We require applicants to have monthly income of 2 times the rent or to show that they have successfully paid a higher proportion of income for rent for at least one year. On the application, we ask you to list all income that you want to be considered as part of your monthly income. Income may include salaries, health benefits, government assistance such as disability and W-2 payments, pensions, interest income, alimony, and child support. If your income is less than 2 times the rent, we will consider information that shows you have successfully paid a similar proportion for the past year, such as proof of income and proof of rent payment history including pay stubs, tax returns, and cancelled rent checks.
4. Applicants must have a successful rent payment history. If you have been evicted from a previous apartment during the last two years for nonpayment of rent, your application will be rejected. [Alternative: Exceptions may be made when applicants can document they were evicted because of a roommate's failure to pay rent and that all of the applicant's rental obligations were met.] [Alternative for the absence of an actual eviction judgment: If an applicant has been to eviction court but reached an agreement and fulfilled its conditions and there is no judgment entered, the application will be considered.]
5. Applicants must have a successful rental history. If you have been evicted during the past two years for behavior that includes causing disturbance, threatening other people, damaging an apartment, or other reason, your application will be rejected.
6. Applicants must be able to provide landlord names and contact information for obtaining references. Previous landlord references should not reveal past failure to pay rent, causing disturbances, threatening people, damaging property, or other serious violations of past rental agreements. If a previous landlord reports such behavior, your application will be rejected.

We check the following information from every applicant:

1. Credit report, as it relates to total debt, rent and utility payments and major judgments against you.
2. Amount of income. Self-employed applicants will be asked to submit tax returns from the previous two years to verify income.

(over)

3. References from two previous landlords to determine your rent payment history and behavior. We will check two non-family references such as teachers and employers for applicants who do not have a rental history.
4. Court eviction records from the county where you have lived during the past two years, to determine whether you have been evicted during the past two years for any reason.

It takes an average of ____ days for us to check an application and longer if we must obtain records from out of state.

Rental Rules

To keep our apartments safe and pleasant, we have established the following rules. Failure to observe these rules will result in eviction:

1. All tenants are responsible for the actions and behavior of their guests. Any damage caused by a guest will be the responsibility of the tenant.
2. Illegal activities are prohibited.
3. Excessive noise and disturbances are prohibited.
4. Threatening other people or property is prohibited.

You may review a copy of the rental agreement and all written rules before you complete this application or pay any earnest money. Rental agreements and rules are available from our rental agent.

We require an earnest money deposit of \$_____ to be submitted with every completed application. If your application is not accepted, the full earnest money deposit will be returned to you immediately. If your application is accepted, the full earnest money deposit will be applied towards the (first month's rent/security deposit). If your application is accepted and you do not rent the apartment, earnest money may be withheld to cover the actual costs of renting the apartment to another tenant; any unused portion will be returned to you. A written accounting of all amounts withheld from earnest money will be supplied upon your request.

According to ATCP 134.05(4) and the note in 134.05(1), up to \$20 may be withheld for the actual cost of the credit report. (This cost of the credit report is not considered earnest money.)

Sincerely,

Landlord/agent _____ E-mail _____

Print name _____ Phone _____

Address _____