



Residential Acceptance Policy

We are working with neighbors and other landlords in this area to maintain the quality of the neighborhood. We want to make sure that people do not use rental units for illegal activity. To that end, we have a thorough screening process.

If you meet the application criteria and are accepted, you will have the peace of mind of knowing that other renters in this area are being screened with equal care, and as a result, there may be a reduced risk of illegal activity occurring in the area.

Please review our list of criteria. If you feel you meet the criteria, please apply. Please note that we provide equal housing opportunity: we do not discriminate on the basis of race, color, religion, sex, handicap, national origin, familial status or any other protected class.

Screening Criteria

- ✓ **Application Fee.** A \$30 application fee is required for each application. A co-signer fee of \$15 may be required. These fees are non-refundable.
- ✓ **Administration Fee:** A \$75 non-refundable fee will be added to your 1st month's rent
- ✓ **A complete application: one for each adult (18 year of age or older).** If a line is not filled in or the omission explained satisfactorily, we will return it to you.
- ✓ **Poor credit/No credit.** If your credit score is below 600 or you have no credit history you will need a qualified co-signer or you will be asked to pay prior to your move in first and last month's rent and a security deposit. (This option will only be available if you meet all other screening criteria).
- ✓ **Check writing history.** We will obtain a check writing history report. If you have a history of writing NSF checks you may be denied approval or will need a qualified co-signer.
- ✓ **Rental history verifiable from unbiased sources.** Family rental references are not considered unbiased. If you are related by blood or marriage to your previous landlords we will require: a qualified co-signer on your rental agreement (qualified co-signers must meet all applicant screening criteria)

It is your responsibility to provide us with the information necessary to contact your past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history.

If you owned – rather than rented – your previous home, you will need to provide mortgage company references.
- ✓ **Proof of Sufficient income/resources.** Your rent must not exceed 1/3 of your monthly income, before taxes. If your

income does not meet these guidelines you will be required to have a qualified co-signer or provide proof that you have the ability to pay for the entire term of the lease (i.e. trust fund, social security, retirement fund, etc.)

We must be able to verify independently the amount and stability of your income. (For example: through pay stubs, employer/source contact, or tax records. If self-employed: business license, tax records, bank records, and a list of client references.) For Section 8 applicants, the amount of assistance will be considered part of your monthly income for purposes of figuring the proportion.

- ✓ **Two pieces of identification must be shown.** We require a photo I.D (a driver's license or other government issued photo identification card) and a second piece of I.D. Present with the completed application
- ✓ **False information is grounds for denial.** You will be denied rental if you misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.
- ✓ **Criminal convictions for certain types of crimes will result in denial of your application.** *We take criminal history seriously.* You will be denied approval if, in the last 7 years, you have had a conviction for any type of crime. You will be required to sign a "Crime-Free Lease Addendum" if your application is approved.
- ✓ **Certain court judgments against you may result in denial of application.** If, in the last 7 years, you have been through a court ordered eviction, or had any judgment against you for financial delinquency, your application will be denied. This restriction may be waived if there is no more than one instance, the circumstances can be justified and you provide a qualified co-signer on your rental agreement.

Applications are processed on a first come first serve basis. If a Holding Fee has not been paid, the applicant in question will run the risk of losing the property, if another applicant places a Holding Fee on the unit and is approved to rent from Landmark Real Estate Management, LLC. It is our policy to rent to the first qualified applicant(s) who submits a completed rental application and a Holding Fee. Rental units become available when they are ready to rent. We update our list of available rentals regularly. We reserve the right to change availability dates at our discretion and without warning.

By signing this form, I am acknowledging that I have read and understand the above "Residential Acceptance Policy". I also understand that for any of the reasons listed above, I can be denied approval for a rental unit. I understand that if denied, I may request in writing the opportunity to clarify my situation and Landmark Real Estate Management does not guarantee that any clarification I make regarding my situation will alter their decision.

My signature is also granting Landmark Real Estate Management and its agents the authorization to verify the information listed on my rental application. I understand that credit, criminal and check writing reports will be requested. I also understand that my bank, employer and previous landlords will be contacted.

You are advised that Landmark Real Estate Management is an agent of the owner.

Additionally, the undersigned applicant acknowledges receipt of a copy of the pamphlet entitled "The Law of Real Estate Agency."

Tenant Signature _____ Date _____