



## APPLICANT SCREENING CRITERIA DISCLOSURE

Community Name/Number: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant(s): \_\_\_\_\_

**Each applicant is urged to review the screening criteria** to determine if the requirements can be met. If any applicant needs assistance in the application process, please advise the landlord. Non-English speaking applicants may provide an interpreter to assist. A valid explanation for any difference from the requirements may be considered by the landlord if provided by the applicant. If necessary, provide additional information or explanations on a separate sheet of paper.

**Failure to meet the screening criteria may be grounds for:** (1) The denial of the application; or (2) The requirement of payment of an additional deposit; and/or (3) The requirement of a co-signer who will also be required to meet the screening criteria. **Incomplete, inaccurate, illegible or falsified information** may be grounds for rejection or termination of the rental agreement upon discovery.

### 1. APPLICATION PROCESS:

Each applicant over the age of 18 shall:

- Submit a completed application that is legible, verifiable and accurate.
- Provide a government-issued photo identification (ID)
- Provide their Social Security Number (SSN).  
If they do not have an SSN, they can provide a Passport, Visa, Birth Certificate, Resident Card or Authorization Doc from Homeland Security.
- Pay the nonrefundable applicant screening charge of \$50.00 per application shall be paid at the time of application with a Money Order or Cashier's Check (no personal checks).

- The landlord utilizes a Resident Screening Service to verify information.
- The landlord obtains credit reports to verify financial information.
- The landlord obtains reports of civil and criminal records to verify information.

If the application is denied in whole or in part on information received from a resident screening service or a consumer credit reporting agency, the applicant shall be notified, in writing, of that fact at the time of the denial. The name and address of the reporting agency will be provided to allow the applicant to obtain a copy of the credit report and correct any incorrect information. The credit bureau that provides information is: TransUnion, PO Box 2000, Chester, PA 19022-2000

2. **SOURCE and AMOUNT OF INCOME:** Total combined income shall be three (3) times the rent. At the time of application, it shall be the obligation of the applicant(s) to provide proof of income by submitting copies of the following:

- If employed, copies of at least one pay stubs or an employer statement of earnings.
- If self-employed, copies of the last tax return.
- If other income, copies of assistance checks, retirement investment reports or other financial data that can prove source, amount, frequency and duration of income.

3. **INCOME AND DEBTS:** If the applicant has a monthly credit card or installment payments, the rent and utilities may not be more than one-third of the total monthly income. If the applicant does not have a credit card or installment payments, rent and utilities shall not be more than 50% of the total monthly income.

4. **HOUSING REFERENCES:** Include 2 years of residence history on the application with the information necessary to verify the information provided. Verification obtained from those related by blood or marriage may require additional security deposit or a co-signer.

### 5. LIMITATIONS:

- Occupancy may not exceed two people per bedroom plus 1.
- Vehicle parking is limited to \_\_\_\_\_ vehicles.
- The rental unit is a non-smoking unit.
- Pets are not permitted

6. **CRIMINAL HISTORY:** Any misdemeanor convictions within five (5) years may be cause for denial. Any felony convictions within ten (10) years may be cause for denial. Any criminal convictions that may constitute a direct threat to the health or safety of other individuals (i.e. involvement in any violent or sexual crime) or could result in physical damage to the premises may be cause for denial with no time or degree limitation.

7. **DEMEANOR AND BEHAVIOR** of applicant during the application process will be considered. The landlord may require the presence of all possible occupants for the application interview.

### 8. OTHER REQUIREMENTS:

Owner/Agent Name, Address & Phone: \_\_\_\_\_

SIGNATURE OF ALL APPLICANTS 18 YEARS OF AGE AND OLDER:

\_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_