

## Resident Screening Criteria

Please review the following information thoroughly **BEFORE** applying.

### **Need To Know**

- There may be multiple applications pending at one time. Applications will be accepted until an approved applicant has submitted a security deposit.
- Application fees and Pet Screening fees are non-refundable.
- We do not accept comprehensive reusable or “portable” tenant screening reports.
- Each occupant over the age of 18 is required to complete a separate application form.
- Government issued photo identification is required. Please provide us with a copy of your valid driver’s license or government issued photo ID (do not copy military ID’s). Proof of US citizenship or documentation for residency is required.
- RE Solutions XV LLC will conduct property inspections of the interior and exterior of the property (to include pictures) at least twice a year. These inspections are required per the lease agreement and will not be waived.
- No smoking of any kind is permitted inside any property or within 25 feet of open windows, doorways, or garage.
- Review the list of “NEGATIVES” in the rental criteria. Three or more “NEGATIVES” from all applicants combined will result in denial of the applicant(s) and household members.

### **Disclosures**

- **Fair Housing:** RE Solutions XV LLC is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA) and the Fair Credit Reporting Act (FCRA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, age, sexual orientation, or gender identity. We also comply with all state and local fair housing laws, to include reasonable accommodation involving assistance animals.
- **Agency Disclosure:** RE Solutions XV LLC and its Agents represents the Owner of the property for which you are applying. RE Solutions XV does not, in any respect, have any fiduciary responsibilities to the applicant(s).
- **Co-Signers/Guarantors:** We do not accept co-signers or guarantors.

### **Credit Criteria**

- Credit score of 550 or higher.
- The credit report should indicate good payment history with no collections from housing providers or utility companies.
- The credit report should not have more than 10 non-medical accounts or \$1,000 in non-medical collections.
- Credit items not affecting qualification include paid collections, satisfied judgments, medical accounts, and discharged bankruptcies over two (2) years.
- There can be no active bankruptcies.
- No evictions or unlawful detainers within past five years.
- Foreclosure in the last five (5) years. Foreclosures will be reviewed on a case-by-case basis.

### **Income Requirements**

- Combined gross income of applicants must be three times the rent.
- All source(s) of income must be verifiable either through employer pay stubs, tax returns, or bank statements. Please provide us with copies of the last two (2) months' paycheck stubs or a letter on company letterhead from your employer verifying your terms of employment.
- We will not use future income except for a verifiable job offer letter detailing exactly the amount to be earned each month.
- Applicants should have minimum Six (6) months employment with current employer.
- Self-employed applicants should provide a copy of last year's income tax return along with the last three (3) months bank statements.
- Other income such as retirement, child support, investment income, etc. must have reliable 3rd party documentation to be considered. If combined applicant income is less than three (3) times the monthly rent, additional security deposit may be required.

### **Rental History Requirements**

- Applicant must have 24 months verifiable rent or mortgage history from a non-relative.
- No collections from housing providers.
- Current and previous landlord information must be verifiable.
- Applicant(s) must receive positive recommendation from landlords.
- Qualifying applicants with no rental history may be charged a higher deposit.

### **Criminal Criteria**

- A national criminal records report will be run on every adult applicant.
- No convicted sex offenders or child molesters permitted (no waiver allowed).
- A conviction, guilty plea or no-contest plea for any felony or any misdemeanor or gross misdemeanor involving assault, intimidation, sex-related, drug-related, property damage, weapons charges, criminal trespass, theft, dishonesty, or prostitution will be grounds for denial.
- Any criminal record activity that could be deemed harmful or threatening to the health and safety of an individual, the rental property, neighborhood, or property of others will be grounds for denial.

- Pending charges or outstanding warrants for any of the above will result in a suspension of the application.

### **Other Criteria**

- Home-based business: Working from your home is allowed. However, we ask that you do not use it as your primary workplace. For example, we do not allow home daycare businesses or hair salons. In addition, the property is not to be used in any way that is illegal or dangerous or which would cause a cancellation, restriction, or increase in property or management insurance premium.

### **Application Process**

RE Solutions XV LLC will obtain a consumer credit report for each applicant. This report must be generated by our screening company and not by the applicant. In addition to a credit report, we also run a fraud search, criminal background check and eviction search. We also contact current and previous landlords, employers and/or references provided by you.

1. Applications are submitted online by all occupants over the age of 18 to the screening report company. A non-refundable fee of \$65 per applicant is required to be paid via credit or with debit card at the time of application.
2. All applicants must review and complete the Pet & Animal Policies (even if you do not have a pet or animal). Visit <https://resolutionsxv.petscreening.com/>
3. Copy of a legible, government-issued photo ID for every applicant is submitted to RE Solutions XV LLC.
4. Documentation of income is submitted to RE Solutions XV LLC.
5. Screening report is completed by the screening company and submitted to RE Solutions XV. Timing may vary based on application information provided.
6. Complete Application Package is reviewed and scored by RE Solutions XV LLC.
7. Applicants are notified of results.
  - a. We are not permitted to discuss any details pertaining to application denial over the phone or email. Adverse Action notices are mailed as per state law where required.

### **Application Package Must Include:**

- Verification of Income (pay stubs for past two (2) months, tax return, offer letter, etc.)

- Signed Authorization to Release Information - Print, sign and return.
- Current Government Photo ID for all applicants
- Completed Pet Screening Report

**Please note that Application Package will not be reviewed until ALL required documentation and screening report applications are returned.**

In the case of multiple application packages, they will be scored in the order they are completed. If they are complete at the same time, then they will be processed in the order of application submission.

**NEGATIVES:** The following items shall be considered negative items and may result in denial or additional security deposit requirements. **Three or more “negatives” from all applicants combined will result in denial of the applicant(s) and household members.**

1. Less than six (6) months of positive, verifiable rental history from a third-party landlord (i.e., no relatives, friends, etc.). Military housing may or may not apply depending on verification received.
2. Any credit report account with late payments within the last 12 months.
3. Any credit account which is rated as having gone to collections within the last three (3) years.
4. Any credit account that was closed due to charge off or repossession within the last three (3) years.
5. Any judgment, bankruptcy, or lien within the last five (5) years.
6. Any landlord reference that includes late payments in the last 12 months.
7. Any instance of a damage deposit which was not returned due to damage to the rental unit (beyond normal cleaning).
8. Any instance of proper “Notice of to Vacate” was not given.
9. Any instance of unauthorized animals or persons occupying a unit rented to the applicant.
10. Failure to disclose ownership/possession of animals.
11. Less than Twelve (12) months of verifiable income.

12. Any income level which does not meet the income verification guidelines.
13. Foreclosure in the last five (5) years. Foreclosures will be reviewed on a case-by-case basis. Timing, payment amounts and verifiable reasons for the foreclosure will be considered (i.e., medical issues, temporary loss, or reduction of income) and could result in a denial depending on the circumstances.
14. Any conviction for any criminal activity in the last five (5) years.

**DENIALS:** The following items will result in an automatic denial of the applicant(s) and household members.

1. Credit scores below 550.
2. Any evidence that an applicant has lied on the application.
3. Any open bankruptcy or bankruptcy that has been discharged less than two (2) years from today's date.
4. Unsatisfactory rental reference/would not re-rent documentation.
5. Any rental history reflecting any unpaid past due balance.
6. Any landlord reference with 3 or more late rent payments in the last 12 months.
7. Any collection filed by a property management company or landlord.
8. Any eviction or Unlawful Detainer action in the last seven (7) years and/or any current Pay or Vacate notice.
9. Two (2) or more NSF payments to a landlord within a 12-month period.
10. Unsatisfactory Pet Screening Results.
11. A total of \$1,000 or more in unpaid collections excluding medical.
12. Any unpaid tax liens totaling \$1,000 or more.
13. Any conviction of illegal manufacture or distribution of a controlled substance within the last seven (7) years by any household member.
14. Any felony conviction for a criminal offense that was of physical or violent nature against either a person or property in the last seven (7) years.
15. Any household member that is a registered or unregistered sex offender.
16. Any false or misleading information provided by the applicant or omission of a material fact.

## **Pet Policies:**

Pet policies vary from one homeowner to another. Some owners do not allow pets (other than approved assistance animals) on the property, while others restrict the type and/or size of allowable pets. If you apply for one of our properties and wish to have a pet, you will need to complete an online pet profile & pay a non-refundable pet application fee of \$20 for the 1st pet and \$15 for the 2nd pet. This screening is part of the Application Package and must be completed before we can review your application.

Note: Current residents or future residents that wish to have a pet after move-in, need to contact our office for owner approval and pay initial pet fee prior to getting a pet. A Pet Agreement needs to be signed within seven (7) days of pet being at the property.

- No more than two animals are permitted without specific owner approval
- No Pets under one year of age (no puppies or kittens)
- No breeding of any animal on the properties
- Assistance animals with proper documentation will not require the pet screening fee, additional security deposit or additional Pet Rent but will still be required to complete the screening process to verify if it meets the Assistance Animal requirements.

Approved pets will require a one-time Pet Administration Fee in the amount of \$50 per animal at move in plus a monthly pet admin fee (Pet Rent) per pet. The amount of the pet rent is determined based upon the “Paw Score” that PetScreening.com assigns to the pet. This score is determined using a proprietary formula that considers things such as pet age, weight, vaccination records, etc. The following are the pet rent amounts:

- 3-5 Paws: \$25/month
- 0-2 Paws: \$50/month

Please note that the following dog breeds are restricted by some landlord insurance policies and may be declined, or you may be required to provide your own pet liability insurance covering the specific dog and naming both our brokerage and the property owner as “additional insured” on the policy:

<b>Pit Bulls</b>	<b>Belgian Malinois</b>	<b>Chow Chows</b>
<b>Staffordshire Terriers</b>	<b>Wolf-hybrids</b>	<b>Alaskan Malamutes</b>

<b>Rottweilers</b>	<b>Mastiffs</b>	<b>Doberman Pinschers</b>
<b>German Shepherds</b>	<b>Cane Corsos</b>	<b>Akitas</b>
<b>Presa Canarios</b>	<b>Great Danes</b>	<b>Siberian Huskies</b>

\*Any combination of any of the above

**Once Your Application Package is Approved:**

1. You will receive an email notification outlining the terms of your approval. You must respond to the email withing 24 hours should you wish to move forward.
2. You will have until the end of the next business day to pay deposit, fees and prorated rent. These fees will either be in electronic payment or certified funds depending on the move-in date.
3. Once all funds are paid, we will stop marketing the property and no longer accept applications.
4. A non-refundable \$150.00 Administration Fee will be due with initial funds. This fee is to cover the costs of preparing, forwarding, and offering the convenience of online signatures for the lease agreement as well as completing the property condition report upon move-in and move-out.
5. Lease agreement and required documentation will be drafted and sent out for electronic signature upon payment of all initial funds. Lease agreement must be signed within 48 hours. If lease is not signed within 48 hours, the property will be placed back on the market and funds will be reimbursed minus the \$150 Administration Fee and the number of days of prorated rent that property was off market.
6. Detailed instructions from lease signing to move-in will be sent through email.

**Start of Lease:**

- **Vacant Homes:** RE Solutions XV has a policy that all leases on vacant

homes must begin within 14 days of application approval. We are unable to hold the home rent free without a lease agreement longer than that time.

- **Move-in Funds:** Certified funds (cashier's check or money order) will be required. Any additional deposit required must be in a separate check from prorated rent. Please note that while rent is prorated for partial months, monthly fees are not. Leases starting within 5 days of the end of the month will require the next full month's rental amount along with the prorated rent at move-in.
- **Required Renters Insurance Policy and Utility Transfer confirmation** will be required before keys are issued. You will receive more information about this in your welcome letter.

**Septic Systems:**

Properties that have a septic system instead of public sewer will have a \$25.00 per month Septic Rent charged to Resident to help cover the cost of routine pumping and maintenance as required.