



## APPLICANT SCREENING CRITERIA

Thank you for your interest in our rental property.

As a company, we do business strictly in accordance with the Federal and State Fair Housing Law and we welcome Persons of all Race, Color, Ancestry, Disability mental or physical, Religion, Sex, Gender, Sexual Orientation, Gender Identity, Gender Expression, Genetic Information, Marital Status, Handicap, Familial Status, and National Origin.

We process all applications using a scoring matrix and select the best qualified tenant based on those scores.

### IMPORTANT: APPLICATION FEES ARE NON-REFUNDABLE.

Each application is screened for credit history, leasing history, income verification, and criminal history. We are looking for a lease start date as close to the property availability date as possible, so your desired lease start date is also a determining factor.

In order to process your application, we need you to provide the following 5 items:

1. Completed Application- We must have a separate completed application for anyone 18+ that will be living at the property. Please make sure to complete all fields as we only process fully completed applications.
2. A copy of a valid photo ID for each adult who is applying
3. Proof of income for all applicants - Applicants must make a combined minimum 2.5 times the monthly rent in gross income as a household, to be considered. Applicants must provide verification of legal income sufficient to meet the rent to income ratio. Examples of verification include, but are not limited to, 60 days (2 months) most recent pay stubs, payroll print out from employer to include 2 months of activity, previous year's personal tax return (if self-employed), proof of government income (such as Social Security, or disability payments), proof of retirement income, proof of spousal and/or child support, or any other legal, verifiable income.
4. Completed pet screening <https://ralstonteamproperties.petscreening.com/>
5. \$45 non-refundable screening fee per application (This fee is payable online during the application process)

\*A complete application package includes all 5 items listed above. Only fully completed application packages will be processed. An incomplete application package will not be considered. Please attach all documents to your online application.

\*Our application process generally takes 2 business days from the day you provide us a complete application and required documents. If there are multiple applicants for a specific property the process may take longer. Our goal is to process all applications and get back to applicants as quickly as possible.

\*We must verify your rental references, so please make sure to provide accurate phone numbers and email addresses for your current and previous landlords. When possible, it is a good idea to let them know we will be contacting them.

\*Co-signers will be considered in some situations. Co-Signers must have a 700+ FICO score and provide proof of 3 times the rent as income by themselves. They must complete an online application and complete the 5 items listed above. An applicant that qualifies without a co-signer is seen as a stronger applicant and may be chosen over an applicant who uses a co-signer.

\* Pets- Please check the advertisement to confirm if pets will be considered at the property. Please note you'll be required to complete a pet profile to acknowledge whether or not you will be having pets at the property. Please visit <https://ralstonteamproperties.petscreening.com/> to complete the profile that matches your situation: pet, no pet, or assistance animal and pay the corresponding fee.

We cannot rent to the following dog breeds (or any mix of the following): Doberman Pinscher, Mastiff, Boerboel, Rottweiler, American Bulldog, Presa Canario, Pit Bull and similar Terrier breeds, Chow, Dogo Argentino, German Shepherd, Belgian Malinois, Husky, Bandog, Wolf Hybrids, Akita, Fila Brasileiro, Tosa Inu, Great Dane or any dog over 100 lbs.

All of our properties differ in pet policies regarding what kind of pet, weight, number of pets allowed, and additional pet fees may apply per pet.

\*We score each rental application as listed below:

### **Credit**

0.33 points - Good Credit: 650++FICO score OR Has just 1 Delinquent record.

0.66 points - Damaged Credit: No Credit or 600-649 FICO score OR has 2 Delinquent records

1.0 point - Poor Credit; FICO score below 600 OR has 3+ Delinquent records

**Your application is automatically denied if any applicant has a credit score below 500**

### **Rent/Income Ratio**

0.33 points – Verifiable gross monthly income of 3 times the rent amount or more

0.66 points - Verifiable gross monthly income of 2.75 – 2.99 times the rent

1.0 point – Verifiable gross monthly income of 2.5 – 2.74 times the rent

\* Verifiable income of less than 2.5 times the rent amount would disqualify applicant

### **Rental/Payment History**

0.33 points - No Eviction Record, no more than 1 Late Rent record/NSF in 3 years

0.66 points - With 2 Late Rent records/NSF in 3 years

1.0 point - With 3 or more Late Rent records/NSF, or Unverifiable NSF record, or with no residential history

**Your application is automatically denied if you have an Eviction Record, Negative Landlord Reference, Outstanding Landlord Collection, Felony Conviction, Judgment, Tax Lien or Open Bankruptcy**

Here's how the scoring criteria is used in the tenant screening and selection process

**A score of 1.0 = lower risk, minimum security deposit**

**A score of 1.1 - 1.5 = moderate risk, deposit equal to 1.5 times the rent amount**

**A score of 1.6 - 2.0 = managed risk, deposit equal to 2 times the rent amount**

**Score above 2.1 and above = Declined**

\* If you score higher than 1 and are determined to be the best qualified applicant, you may be offered the rental with a security deposit equal to 1.5 - 2 times the monthly rent amount.

\* If you are applying with multiple people, we will average the scores but if one of the applicants scores above a 2.1 ALL applicants may be denied

\* When choosing an applicant, we also look at move in date. Please make sure to list the earliest date you are willing to start your lease.

\* If we have multiple applicants who score a 1, we then look at move in date, FICO, and income to select the best qualified applicant.

We appreciate the opportunity to work with you. Thank you for applying!