

## **RENTAL CRITERIA FOR RESIDENCY**

### **CO-SIGNER CRITERIA & PET POLICY IS LOCATED AT THE END**

#### **OCCUPANCY POLICY**

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.)
2. The general rule is two persons are allowed per bedroom. Owner/Agent may adopt a more liberal occupancy standard based on factors such as size and configuration of the unit, size and configuration of the bedrooms, and whether any occupants will be infants.

#### **GENERAL STATEMENTS**

1. Current, positive, government-issued photo identification that allows Owner/Agent to adequately screen for criminal and or credit history will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, termination shall result.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the premises, or the property of others, will be denied tenancy.
6. Invest West does not accept a comprehensive reusable tenant screening report.

#### **INCOME CRITERIA**

1. Combined monthly income must be equal to three times stated rent, and must be from a verifiable, legal source. If applicant's monthly income is between two and three times the stated rent, applicant will be required to pay an additional security deposit equal to one month's rent or provide acceptable co-signers. Income below two times the stated rent will result in denial.
2. Twelve months of continual, verifiable employment will be required if used as a source of income. Less than 12 months verifiable employment will require an additional security deposit equal to one months rent or acceptable co-signer.
3. Applicants using self-employment income will have their records verified through the state corporation commission and will be required to submit records to verify their income, which records may include the previous year's tax returns.
4. All Sources of Income, as defined by local and state law, will be considered.

## **RENTAL HISTORY CRITERIA**

1. Twelve months of verifiable contractual rental history from a current unrelated, third party landlord, or home ownership, is required. Less than twelve months verifiable rental history will require an additional security deposit equal to ½ month's rent or acceptable co-signer.
2. Three or more notices for nonpayment of rent within one year will result in denial of the application.
3. Three or more dishonored checks within one year will result in denial of the application.
4. Rental history reflecting any past due and unpaid balances to a landlord will result in denial of the application.
5. Rental history including three or more noise disturbances or any other material non-compliance with the rental agreement or rules within the past two years will result in denial.
6. Any landlord that reports insect infestation, including bed bugs, will result in a denial.

## **EVICTION HISTORY CRITERIA**

Applicant must have eviction free history for the last five years. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.

## **CREDIT CRITERIA**

1. Negative or adverse debt showing on consumer credit report will require an additional security deposit equal to ½ month's rent or acceptable co-signers.
2. Ten or more unpaid collections (not related to medical expenses or student loans) will result in denial of the application.
3. Negative or adverse debt equaling or exceeding \$10,000.00 will result in a denial.
4. Open or pending bankruptcies will result in a denial.
5. If an applicant provides insufficient information for a consumer credit report to be obtained, it will result in denial of the application.

## **CRIMINAL CONVICTION CRITERIA**

Upon receipt of the Rental Application and screening fee, Owner/Agent will conduct a search of public records to determine whether applicant or any proposed resident or occupant has a "Conviction" (which means: charges pending as of the date of the application; a conviction; a guilty plea; or no contest plea), for any of the following crimes: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord or the landlord's agent. Owner/ Agent will not consider a previous arrest that did not result in a Conviction or expunged records.

If applicant, or any proposed occupant, has a Conviction in their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information to Owner/Agent along with the application so Owner/Agent can engage in an individualized assessment (described below) upon receipt of the results of the public records search and

prior to a denial, applicant should do so. Otherwise, applicant may request the review process after denial as set forth below, however, see item (c) under “Criminal Conviction Review Process” below regarding holding the unit.

A single Conviction for any of the following, subject to the results of any review process, shall be grounds for denial of the Rental Application.

- a) Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.
- b) Felonies not listed above involving: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord’s agent, where the date of disposition has occurred in the last 7 years.
- c) Misdemeanors involving: drug related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
- d) Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, property crimes or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord’s agent, where the date of disposition has occurred in the last 3 years.
- e) Conviction of any crime that requires lifetime registration as a sex offender, or for which applicant is currently registered as a sex offender, will result in denial.

### **Criminal Conviction Review Process.**

Owner/Agent will engage in an individualized assessment of the applicant’s, or other proposed occupant’s, Convictions if applicant has satisfied all other criteria (the denial was based solely on one or more Convictions) and:

- (1) Applicant has submitted supporting documentation prior to the public records search; or
- (2) Applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation.

Supporting documentation may include:

- i) Letter from parole or probation office;
- ii) Letter from caseworker, therapist, counselor, etc.;
- iii) Certifications of treatments/rehab programs;
- iv) Letter from employer, teacher, etc.
- v) Certification of trainings completed;

vi) Proof of employment; and

vii) Statement of the applicant. Owner/Agent will:

(a) Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request additional information and may consider whether there have been multiple Convictions as part of this process.

(b) Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information.

(c) Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant's written request (if made after denial) the unit was committed to another applicant.

In the event of a denial or other adverse action, you have the right to obtain a free copy of the consumer report from the Bemrose Consulting or Trans Union Consumer Relations.

Contact Bemrose Consulting at 1-800-886-3365 / Trans Union Consumer Relations at 1-800-888-4213

### **Pet / Animal Policy**

No property will allow any dog of any perceived aggressive breed or mixture thereof; American Pit-bull, American Staffordshire Terrier, American Bull Dog, Rottweiler, Chow Chow, Presa Canario, or Wolf-hybrids.

We use an independent, third-party pet screening vendor for all our tenant prospects. To help ensure ALL of our residents understand our pet and animal-related policies we require EVERYONE to complete a third-party screening and review process regardless of having a pet or animal. This process ensures we have formalized pet and animal-related policy acknowledgments and accurate pet / animal records.

There is a nominal fee for a household pet screening Pet Profile. This is a separate charge from the rental application fee. There is no (\$0) charge for an assistance animal accommodation request and no (\$0) charge for a 'No Pet / Animal' profile. Please visit <https://investwestmanagement.petscreening.com> to get started.

### **CRITERIA FOR CO-SIGNERS**

## **GENERAL STATEMENTS**

1. Current, positive, government-issued photo identification that allows Owner/Agent to adequately screen for criminal and or credit history will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.

## **INCOME CRITERIA**

1. Monthly income must be equal to or greater than 4 times the stated rent, and must be from a verifiable, legal source.
2. Twenty-Four (24) months of verifiable employment will be required if used as a source of income.
3. Applicants using self-employment income will have their records verified through the state corporation commission, and will be required to submit records to verify their income, which records may include the previous year's tax returns.

## **RENTAL/MORTGAGE HISTORY CRITERIA**

1. Twelve months of verifiable contractual rental/mortgage history from a current unrelated, third party landlord, or home ownership, is required.
2. Co-Signer shall not have any notices for nonpayment of rent/mortgage within one year will result in denial of the application.
3. Co-Signer shall not have any dishonored payments within one year will result in denial of the application.
4. Rental history reflecting any past due and unpaid balances to a landlord will result in denial of the application.

## **EVICTION HISTORY CRITERIA**

Eviction-free history is required.

## **CREDIT CRITERIA**

No negative debt including medical and/or student loans.

## **CRIMINAL CONVICTION CRITERIA**

Upon receipt of this application and the screening fee, Owner/Agent will conduct a search of public

records to determine whether applicant has a "Conviction" (which means: charges pending as of the

date of the application; a conviction; a guilty plea; or no contest plea), for any crime involving

financial fraud, including identity theft and forgery. Any Conviction within the last seven years

will result in a

denial of the application.

In the event of a denial or other adverse action, you have the right to obtain a free copy of the consumer report from the Bemrose Consulting or Trans Union Consumer Relations.

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