



QUALIFICATION WORKSHEET

Applicant Name(s): _____

Property Address: _____

AUTOMATIC DENIAL

- _____ Any felony conviction within 10 years or any conviction for crimes against a person. (Verify)
- _____ Materially incomplete, misleading or untruthful application.
- _____ Any evidence of illegal activity, disturbing the peace, property damage, code violations, health or safety hazard creation.
- _____ Any instance where a landlord reference shows a balance owing from rental charges, fees or damages.
- _____ Any two (2) complaints from a landlord for policy violations within a twelve (12) month period, or a landlord would not re-rent due to violations.
- _____ Any Eviction/Unlawful Detainer 5 years or newer or any Eviction/Unlawful Detainer not satisfied and paid in full.
- _____ Any rental reference that includes three (3) or more NSF within a twelve (12) month period.
- _____ If household size exceeds the rental guidelines of two (2) persons per bedroom.
- _____ If income is less than three and a half (3.5) times the monthly rent. *(See Notes)
- _____ Any instance where applicant is unable to provide up to two (2) forms of identification, including government issued photo ID.
- _____ Any instance where applicant has NO rental history and ALL accounts are NEGATIVE. *(See Notes)
- _____ An un-discharged bankruptcy.
- _____ Does not demonstrate compliance with Pet Policy.
- _____ Unverified social security number.
- _____ Any foreclosure under two (2) years old.
- _____ Unable to pay required deposits and rent prior to move-in.
- _____ Negative Mortgage

TERMINALS Give one (1) negative point for every instance where there are:

- _____ Eviction over 5 years... but has been satisfied and paid in full.
- _____ A discharged bankruptcy under two (2) years old.
- _____ Any rental reference that includes more than three (3) late payments or two (2) NSF's in a twelve (12) month period.
- _____ Any Foreclosure.
- _____ Applicant has No Rental history and No Credit history.
- _____ A non-dangerous felony conviction over 10 years old and no history of violations of any type since.

SCORING: **1 point – an additional deposit equal to one month's rent or co-signer**
2 points – applicant will be denied

NEGATIVES Give one (1) negative point for every instance where there are:

- _____ Any Eviction 10 years or older that has been paid in full/satisfied.
- _____ Four (4) negative credit accounts on report including negative collection accounts or charge offs under \$250.00 not shown as PAID.
- _____ A judgment or lien not shown as satisfied, including court ordered child support.
- _____ A discharged bankruptcy over two (2) years old.
- _____ Two (2) negative credit accounts on report including negative collection accounts or charge offs over \$250.00 not shown as PAID.
- _____ Any instance of proper notice to vacate not being given to landlord or failure to fulfill lease.
- _____ Any instance where cumulative rental and/or mortgage history is less than one (1) year.

- _____ Any instance where employment is less than one (1) year or the applicant is in a new industry.
- _____ Debt service obligations are greater than 25% of income.
- _____ A credit score of 525 or below
- _____ Ordinance violations or non-felony convictions, excluding fewer than 3 traffic violations in a 12 month period.

SCORING:

- 2 points – an additional deposit equal to half (1/2) month’s rent will be required.**
- 3 points – an additional deposit equal to one (1) month’s rent will be required.**
- 4 points or more – DENIED**
- 1 Terminal & 1 Negative – deposit equal to two (2) month’s rent and co-signer required**
- 1 Terminal & 2 Negatives – DENIED**

*May be met by a qualified co-signer with an income of 6 times the rent or prepaying lease term.

TOTAL SCORE: _____ **NEGATIVES:** _____ **TERMINALS:** _____ **AUTOMATIC DENIAL:** _____ **APPROVED:** _____ **DENIED:** _____
APPROVED WITH ADDITIONS: _____

- Circle One:**
- Additional deposit equal to half (1/2) month’s rent
 - Additional deposit equal to one (1) month’s rent
 - Co-Signer
 - Pre-pay lease term

Above criteria verified by: _____ Date: _____
 Tenant Notified of acceptance or denial: _____ Method: _____ Date: _____
 If denied, was the denial letter sent by mail: _____ Date: _____

PETS

Does Applicant have pets? _____ Owner Approved: _____ Method: _____ Date: _____
 Pet Application Received: _____ Date: _____

Any other notes/follow up action taken: _____
