



## LANDLORD'S TENANT SELECTION CRITERIA

---

Local Dwelling (“Landlord”) Tenant Selection Criteria and Grounds for Denial are being provided pursuant to applicable state law. The following information provides the basis upon which Local Dwelling will make its decision. Any action taken in regards to leasing applications will conform to all applicable federal and state laws.

Payment of a non-refundable Application Fee by each applicant over 18 years of age is required before a response will be provided. If an application is denied based upon information obtained in a credit report, the applicant will be notified. Providing inaccurate and/or incomplete information are grounds for rejection of an application.

**CURRENT IDENTITY** – Landlord requires verification of identity as provided in the rental application.

- Applications will not be processed without a copy of a valid United States state or government issued identification. Valid Identification is required for any applicant over 18 years of age.
- If immigrating to the United States, proper documentation in relation to federal law permitting an individual to live and work in the United States is required.
- The following documents are examples of acceptable forms of identity verification:
  - Valid, unexpired US State Driver’s License or identification card
  - Valid, unexpired US government issued identification card
  - Valid, unexpired US Passport
  - Valid, unexpired US VISA

**INCOME VERIFICATION** – Landlord requires verification of income as provided in the rental application. The rent amount for the property, the sufficiency of income, along with ability to verify income, may influence the Landlord’s decision to accept an application.

- Applicant(s) must provide proof of combined monthly gross income equal to three (3) times the monthly rental amount. Proof of current income for each applicant must be submitted in the form of consecutive and most recent pay stubs four (4) weeks prior to the Application date.
- Self-Employed, Retired or Unemployed – Such applicants must provide the previous year’s income tax return, financial statements from a CPA or copies of three (3) most recent bank statements showing proof of combined monthly gross income equal to three (3) times the monthly rental amount.

**EMPLOYMENT VERIFICATION** – Applicants must have verifiable employment with a minimum of six (6) consecutive months with the same employer within the last two (2) years. Should an applicant be recently transferred or relocated, they must have six (6) months prior verifiable employment, as well as current verified employment.

**RENTAL HISTORY** – Landlord will verify prior rental history using the information provided on the rental application. Failure to provide requested information, providing inaccurate information and/or the information received upon contacting prior landlords may influence Landlord’s decision. Any negative rental history or late payments are cause for denial.

- Applicants must have lived for a minimum of six (6) months at their current residence and have verifiable residency for a minimum of the past twenty-four (24) months. Previous payment history will be reviewed and no negative rental history will be accepted.
- Applications will be automatically denied for the following reasons:
  - Any current or outstanding rental payments owed to a landlord
  - Any current or outstanding damages to a landlord’s property
  - Any eviction filed within the past sixty (60) months

**CREDIT HISTORY** – Landlord will obtain a credit report for each applicant to verify credit history. Reports will be reviewed and any unpaid leasing related debts will be grounds for denial. Any decision regarding the rental property applied for may be based on the information received from the credit report.

**CHECK HISTORY** – Negative check writing history will require applicant’s rental payments to be certified.

**CRIMINAL HISTORY** – Landlord will obtain a criminal history report on all applicants in order to verify information provided on the rental application. Landlord reserves the right to deny an applicant who is found to have felony charges within the last seven (7) years or misdemeanor convictions involving crimes against persons, property or for illegal drug related or prostitution related offenses. Any decision regarding the rental property may be influenced by the information contained in the report.

**OCCUPANCY LIMIT** – Applicants must conform to the following requirements regarding the maximum number of occupants:

- 1 bedroom                      Two persons
- 1 bedroom / study          Three persons (familial status)
- 2 bedroom                      Four persons
- 2 bedroom / study          Five persons (familial status)

*Familial status is defined as living with a person who has not reached the age of eighteen (18) years. All occupants eighteen (18) years and over are required to complete an application.*

**PETS** – Pets will be permitted on a case-by-case basis and are subject to Landlord discretion.

- All pets must be disclosed on the application and Landlord will consider such pets in its review of the application.
- No pets other than those disclosed on the application and those registered during occupancy may be kept at the property.
- A maximum of three (3) pets are permitted, subject to additional fees, landlord approval and HOA regulations.
- No pet may exceed 65 pounds without Landlord’s (written) approval.
- No aggressive dog breeds or exotic animals are permitted.
- An additional pet deposit and pet fee is required. The pet fee is non-refundable.