

# TENANT SCREENING CRITERIA

## Applicant Application Responsibilities:

- 1.) Each applicant 18 years of age or older must submit a completed application with \$45 fee per application for the desired unit.
- 2.) All applicants must supply verification of income. *Acceptable income verification shall be in the form of pay stub for a period of 30 days, tax return, W2 Income and Wage Statement, Form 1099 or 1098. Applicants relocating from other areas may provide offer letter with stated income, letter must be on company letterhead, and income statements provided in this matter will be verified by our staff through the contact information provided on letterhead*
- 3.) Copies of all housing, utility or other approved assistance information must be provided by tenant.

***It is the applicant's responsibility to provide all of the above information at the time application is submitted. Applications without all of the above information will be considered incomplete and will not be accepted, this includes multiple applications for roommate situations, and all completed applications must be submitted at the same time to be processed.***

## Application Screening Criteria

- 1.) Applicant must have a social security number except in the case of a person or persons entering the United States that does not intend to work or individuals whose passport visas restrict application for a social security card. Passports or appropriate work visas will be required as a form of identification.
- 2.) All persons living in the unit over the age of 18 must be responsible parties on the lease. All responsible parties on the lease must have submitted an application for processing and approval.
- 3.) Current and previous rental history will be verified for all applications.

## Employment

Employment must be local, verifiable, and with a gross income level of three (3) times the monthly rent. Self employment can be verified through previous year's tax records. Applicant may still qualify if he/she is not employed but has verifiable income from other sources such as social security, pension, trust fund, alimony or child support, financial Aid or funds in the bank sufficient to pay the entire lease term.

## Credit

Credit is acceptable when the applicant has no credit history or all accounts are paid as agreed for a period of two (2) years.

Bankruptcy within the past five years will be considered negative credit if items included in the bankruptcy indicate a pattern of irresponsible financial management, i.e. numerous small amounts to various credit cards and department stores will result in a marginal credit rating. *Bankruptcy initiated due to the burdens of extensive medical bills will not be considered negative credit.* Bankruptcy including a residence will result in a marginal credit rating unless the loss of residence is due to medical reasons. Verification of items included in the bankruptcy may be required. Negative credit subsequent to, or not included in the bankruptcy proceedings will be considered when qualifying an applicant.

## Marginal Applications

The decision to call an owner for approval is at the sole discretion of the property manager and will be based on the overall quality of the application. Each owner will have a different concept as to what should be approved. WMS is unable to answer, in advance, as to whether a particular owner will approve certain situations. We will not call an owner for approval until an application is in hand and processed.

**Failure to meet more than one of the above criteria will result in denial of application. If applicant(s) fail to meet only one (1) of the above rental requirements a co-signer/ guarantor will be considered if they meet the co-signer criteria as outlined below and/or additional deposit may be required.**

## Automatic Denials

- 1.) Fraudulent, incomplete, inaccurate or falsified information provided on application.
- 2.) Collection accounts for utility debt (water, sewer, electric, gas, garbage). Receipt of payment can be provided if debt is resolved.
- 3.) No applicant (occupant) may have received deferred adjudication for, or have been convicted of, a person to person felony of any kind. No applicant (occupant) may have received deferred adjudication for, or been convicted of a misdemeanor of a violent crime against persons within the previous ten years. No applicant (occupant) may have been convicted of, or received deferred adjudication for a misdemeanor of a property, assault/battery, drug possession, a misdemeanor of a sexual nature, or a weapons nature within the previous three (3) years.
- 4.) Applicant is currently delinquent with rental payment.
- 5.) Applicant has been evicted in the last Five (5) years.
- 6.) Applicant has paid rent late three (3) or more times in the last twelve (12) month period or two (2) or more times in a six (6) month period.
- 7.) Applicant has left a previous residence with an outstanding balance for rent and/or damages.
- 8.) Applicant was asked to vacate a previous residence because of a lease violation.

## Cosigner/Additional Information

Cosigner applicants must meet the same criteria as the applicant except that income level must qualify them to pay his/her rent as well as that of the applicant. Roommates may not be guarantors. If one roommate is denied, the other roommate's application is cancelled. If one roommate is marginal, and requires a double deposit or guarantor, both applications will be processed completely and options offered the marginal roommate for approval. An approval code or completed report on the qualifying roommate would not be returned to the property until the marginal roommate has paid the extra deposit or obtained an approved guarantor. Marginal Actions may be approved with a guarantor or double deposit if only one category is marginal. The applicant may be required to pay double the regular deposit requirement. Double deposits must be paid by Cashier's Check or Money Order.