

# HAMILTON POINT

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## PROPERTY MANAGEMENT

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### RENTAL QUALIFYING STANDARDS

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**Our property does business in accordance with the Fair Housing Act. We provide equal housing and service for all people regardless of race, color, religion, sex, national origin, handicap, familial status, or any other protected class as defined by state and local jurisdiction.**

**Occupancy Guidelines:** We follow all local city occupancy guidelines.

**Qualification Guidelines:** All non-dependent leaseholders or non-dependent occupants of legal age must fill out an application and are considered to be applicants. An original and valid photo ID is required of all applicants. Each applicant must complete an application in its entirety and all information provided must be true, accurate and complete, as well as verifiable. Income plus verified credit history will be entered into a credit score system, which determines both rental eligibility and security deposit level. Criminal history will be verified and must meet the standards outlined below in order to be eligible to rent. Each applicant's credit and criminal status will be individually evaluated; leaseholders' income will be combined.

**Credit Worthiness:** A credit report will be secured for all leaseholders to verify account credit ratings. The results will be entered into a credit scoring model, which determines applicant eligibility to rent and security deposit level. Unfavorable accounts which will negatively influence this score include, but are not limited to: collection, charge off, repossession and current delinquency.

**Income/Employment:** Gross annual income for all lease holders is combined and entered into the credit scoring model. Additional sources of income may be considered but all sources must be verifiable.

**Criminal History:** A criminal background check will be conducted for each applicant. The criminal search will be run for all addresses at which the applicant(s) has resided.

**Apartment Availability:** The listing of available apartments to rent is updated as each apartment becomes available. This may occur at varying times throughout the day and accordingly, available listing at business day begin may differ from the available listing at business day end. An apartment become available to lease when Management posts the notice in the computer, which will occur when one or all of the following occurs:

- A written notice to vacate is received
- Keys to apartment are received
- A vacancy has been validated

*Reasons for not approving an application include, but are not limited to: recent bankruptcy, insufficient income, criminal record, household exceeding occupancy limits, and falsification of the application information.*

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(Applicant)

Date

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(Applicant)

Date

