

# Screening Criteria for Prospective Tenants Quail Springs Village Apartments

All prospective tenants to Quail Springs Village Apartments (QSV) must complete the rental application and submit to the following screening procedure to be accepted. This includes all adults (18 or over) that will be occupying the residence. The application may be Faxed or e-mailed.

### **Income**

The sum of all sources of legal and verifiable income must equal at least three times the monthly rent. Each applicant must provide proof of current income. This can be a pay stub showing year-to-date income, a W-2, a statement of Government assistance showing effective dates or proof of any other form of legal income that can be verified. QSV Management must see original documents. Necessary documents will be copied and returned.

### **Credit**

Each prospective tenant's FICO score should be higher than 600. If one or more applicants have a marginal FICO score or no score due to lack of credit history, other screening factors, such as steady income and job history, will carry greater weight. The credit report must not show an excess of bad debts, late payments or items that have gone to collection. If the applicant believes that there are errors on their credit report, it is up to them to investigate and correct the problem. Upon request, QSV Management will provide a copy of the credit report to the applicant.

### **Employment Verification**

Management will contact each applicant's current employer to verify income and time on the job. If applicant has been with current employer less than 6 months, their previous employer may also be contacted.

### **Rental History**

Management will contact each applicant's last one or two places of residence to verify payment history and reason for leaving. If any evictions appear on any applicant's credit report, they will be rejected.

### **Verification of Identity and Truthfulness**

Before acceptance, each applicant must appear in person and show management a Government issued photo ID (copies will not be accepted). IDs will be copied and returned. Any information entered on the rental application that is found to be false or misleading as well as missing information will be grounds to reject the applicant.

### **Screening Fee**

A nonrefundable fee of \$25 per person will be collected prior to submittal of the application for credit check. This fee covers the credit check service and the time and effort expended by Management to verify employment and rental history. Management may reject the application prior to submitting for credit check if income and/or information collected are not acceptable.

**I/we understand the above described screening criteria and will abide by the decision of QSV Management on whether to accept me/us as a tenant.**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Fee Received from applicant(s) \_\_\_\_\_

ID(s) Verified \_\_\_\_\_

QSV Management \_\_\_\_\_ Date \_\_\_\_\_