

# ASHTON TENLY COMPANY L.L.C.

## TENANT SCREENING AND SELECTION PROCESS

1. **IDENTIFICATION** – Two pieces of identification, including at least one of the following: driver’s license, state-issued picture I.D. card, or passport.
2. **APPLICANT PROCESS** – Applicant is urged to review the screening criteria to determine if requirements can be met. Each applicant over 18 shall submit a *complete* application and pay the appropriate applicant screening fee(s). Acceptance or denial of the application may take up to 7 days. Upon acceptance, applicant(s) may be required to complete the rental agreement and pay applicable fees and/or deposits within 10 days.
3. **RENT TO INCOME RATIO** – Combined gross income of all applicants for each home shall be at least three (3) times the rental amount.
4. **SOURCE OF INCOME** – All sources of employment and nonemployment income shall be legally obtained and verifiable. Verification of income shall be made by direct contact with the employer. Proof of earnings from self employment shall be documented through income tax returns.
5. **DEBT TO INCOME RATIO** – The ratio of applicants’ combined monthly debt and rental payment to gross income shall be no more than 40%.
6. **HOUSING REFERENCES** – The applicant(s) shall provide information necessary to verify current and previous rental history. Rental verifications obtained should contain no history of F.E.D’s, late payments, NSF checks, or complaints and/or damages. If information cannot be verified, or if information is obtained from relatives, the landlord may require compliance with the variance policy (see item 11). If the applicant’s previous housing has included home ownership, mortgage payment history shall be considered.
7. **CREDIT WORTHINESS** – A credit report will be run on applicant(s) over 18. Applicant(s) history should be free of judgments, collections, charge-offs, bankruptcies and repossessions, should contain no more than eight (8) inquiries in a year, and should show no past-due balances or accounts over their credit limit.
8. **LIMITATIONS** – Occupancy must not exceed *two (2) persons per bedroom*. A bedroom is defined as a room whose primary purpose is for sleep, and which has a window, door, closet, and is near a smoke detector.
9. **DEMEANOR AND BEHAVIOR** – The behavior and demeanor of applicants during the application process will be taken into consideration.
10. **INCOMPLETE, INACCURATE, OR FALSIFIED INFORMATION** – Any information that is incomplete, illegible, inaccurate or falsified may be grounds to require compliance with variance policy, or may lead to subsequent termination of the rental agreement upon discovery of falsified information.
11. **VARIANCE POLICY** – Failure to meet the screening criteria as stated above may result in the landlord’s right to:
  1. *Deny the application;*
  2. *Require an additional security deposit of up to one months rent and/or*
  3. *Require a cosigner, who will also be required to meet the screening criteria.*
12. **ARRESTS AND CONVICTIONS** – Arrests and/or convictions may be evaluated. The landlord may conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest, to any crime. Any individual whose occupancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate home is still available, the processing of the application will be completed. No home will be held awaiting resolution of pending charges.

Applicant(s) Initials \_\_\_\_\_

Date \_\_\_\_\_