

# The Ellefson Companies

## Screening Criteria & Release Form

### LANDLORD HISTORY:

The previous two (2) years of housing may be verified and documented for each applicant. This includes housing for applicants who were previously living with parents/guardians. Our inability to verify past residency may be grounds for denial. Having unresolved debt to a current/previous landlord and/or noncompliance with any terms of the lease/contract and/or community policies or having been evicted or in the process of being evicted is automatic grounds for denial.

### OCCUPANCY:

Two persons per bedroom.

### INCOME RESTRICTIONS:

Gross income per apartment must be three times the amount of rent, or applicant must show he or she has successfully paid a higher proportion of income to rent for at least two (2) years.

### CREDIT REPORT SCREENING:

Credit reports should indicate:

R-1	Pays on time	R-2	Pays within 30 days
R-3	Pays within 31-90 days (only 2 allowed)	R-4	Pays within 91-120 days (only 1 allowed)
R-5	Pays within 120 days (only 1 allowed)		

The following warrants denial based on poor credit rating:

R-9	Collection	OB-9	Collection	I-9	Collection
P&L	Profit and Loss write-offs are considered an open collection if not paid (including unpaid student loans, medical bills, any judgment or collections in the past 5 years would be reason for denial.)				

Unless: The applicant has made arrangements to repay outstanding amounts and has been paying on the account for a minimum of 6 months or credit bureau verifies payments are being received. Proof of payments should be submitted with application for residency. Exceptions may be made for outstanding medical-related bills, not to exceed \$1,500; and credit collections/judgments not to exceed \$500.

Note: If the applicant has filed bankruptcy, personal and/or business and can prove that the case has been discharged, the applicant may be accepted.

### FALSIFICATION OF INFORMATION:

Any falsification of information listed on the application will be grounds for denial.

### CRIMINAL CONVICTIONS/CURRENT DRUG USE:

Management will deny residency at this property to anyone having a criminal history that bears a substantial relationship to tenancy, such offenses may include but are not limited to the following:

- disorderly conduct involving disturbance of neighbors,
- disorderly conduct involving destruction of property,
- at least two or more misdemeanor drug-related convictions related to the manufacture, delivery or sale of a controlled substance or any drug-related felonious criminal activity,
- criminal activity involving violence to persons such as murder, child abuse, sexual assault, battery, aggravated assault, assault with a deadly weapon;
- criminal activity involving violence to or destruction of property, such as arson, vandalism, theft, burglary, criminal trespass to a dwelling;
- at least two or more civil ordinance violation (forfeiture) convictions within a twelve (12) month period for violations relating to disturbance of neighbors or injury to persons or property.

### SIGNATURE CLAUSE:

I have read and understand the above-mentioned criteria. I authorize investigation of all statements contained in this application for residency as necessary. I agree that this signed release of information may be photocopied at the discretion of The Ellefson Companies (Agent for Owner) and should be considered as valid as the original. I authorize the owner, its subsidiaries, and its agents to investigate my credit worthiness through any credit bureau or other reasonable means. I further authorize investigation of my criminal background/history.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date