

The Ellefson Companies LLC

Screening Criteria & Release Form

A Rental Application is required for all applicants 18 years of age & older. A state or federally issued photo ID is required for each applicant 18 years of age & older. Each applicant must meet all of the follow screening criteria for application approval. An incomplete or falsified rental application is considered grounds for automatic denial. A written request of denial will be mailed within three (3) business days after denial as indicated on the rental application.

LANDLORD HISTORY:

The previous two (2) years of housing must 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. **Rental history cannot be verified by a friend or relative.** 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 considered automatic grounds for denial.

HOME OWNERSHIP:

Two years verifiable residency on current/previous address with at least 12 month's home ownership history. Mortgage payments will be verified using a TransUnion Consumer Credit Report.

OCCUPANCY:

Two Bedroom Units will be limited to 4 individuals with 2 adults maximum
Three Bedroom Units will be limited to 6 individuals with 3 adults maximum

INCOME RESTRICTIONS:

Gross income per apartment must be three times the amount of rent or applicant must show he or she has successfully demonstrated an ability to meet monthly rental obligations for the previous two (2) years. All sources of income will be verified. Applicants who are self-employed must submit the most recent year of Federal Tax Returns to verify annual income. If recently self-employed, applicants must submit the past two (2) years of Federal Tax Returns to verify income history/potential income. Applicants who receive monthly trust funds, pensions, child support, social security, W-2 or other aid will be required to submit written verification, such as an award letter or monthly bank statements. An applicant, who has a poor work record, has unverifiable income, or who is considered a short term employee does not meet our income requirements.

CREDIT REPORT SCREENING:

Applicants are required to provide a valid social security number. A TransUnion Consumer Credit Report will be processed on each applicant. For each applicant, a credit score above 650 is required for application approval. A credit score under 650 does not meet our credit requirements.

FALSIFICATION OF INFORMATION:

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

CRIMINAL CONVICTIONS/CURRENT DRUG USE:

Background checks, including checking the sex offender registry, will be processed on all applicants. Management will deny residency at this property to anyone having a criminal conviction history that indicates a demonstrable risk to resident safety and/or property. Individualized assessment of relevant mitigating information surrounding the criminal conduct will be taken into consideration.

Such offenses may include **but are not limited to** the following:

- a. disorderly conduct involving disturbance of neighbors, or destruction of property
- b. criminal conviction for manufacturing or distribution of a controlled substance
- c. criminal conviction involving violence to persons such as murder, child abuse, sexual assault, battery, aggravated assault, assault with a deadly weapon;
- d. criminal activity involving violence to or destruction of property, such as arson, vandalism, theft, burglary, criminal trespass to a dwelling;

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 LLC 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 rental, employment & criminal background history.

Signature of Applicant

Date