



## Rental and Occupancy Criteria Guidelines Centennial Park View



We lease to any qualified person in accordance with all federal, state and local fair housing laws. Each rental application will be evaluated using the standard criteria below, which includes occupancy limits, household income, credit history, rental history and criminal background.

### Identification

A valid government issued photo ID is required for all applicants and occupants 18 years of age and older.

### Occupancy Limits

The maximum occupancy per apartment is two persons per each bedroom plus one additional person (e.g. the maximum for a two-bedroom apartment is five people). The maximum occupancy for a studio apartment is two persons. The maximum occupancy for “quad” apartment is one person.

### Household Income

Total household gross monthly income of combined applicants must be a minimum of **2** times the monthly apartment rent.

### Credit Screening

This apartment community uses a credit screening service to evaluate your consumer credit report. Credit scoring is based on real data and statistics so all applicants are treated objectively. Your credit report contains information about you and your credit experiences including your bill-paying history, the number and type of accounts you have, late payments, collection actions, outstanding debt, bankruptcy and the age of your accounts. Our credit screening provider also checks data sources, which include the FBI and U.S. Treasury lists of individuals wanted for direct involvement or support of terrorist activities. Based on your credit score and related data source information, your application will be compared to our predetermined acceptable ranges, which are the same for all applications.

Individual credit reports will not be discussed with applicants. If your application results in a decision less than an “Accept,” you will be given the name, address and telephone number of the consumer reporting agencies which provided your consumer information to us.

### Rental History

A previous eviction will result in a declined application. Landlord tenant court records will be checked.

### Criminal Background

A criminal background check will be conducted for each applicant. The criminal search will be processed for all addresses at which the applicant(s) has resided over the previous twenty-four (24) months including a national search. The application will be rejected for any of the following reported criminal background:

- Violent or potentially violent felony convictions within seven (7) years of the application date
  - Drug manufacture, sale and distribution related felony convictions within ten (10) years of the application date and drug possession related felony convictions within seven (7) years
  - Use of deadly weapons felony convictions within seven (7) years of the application date
  - Active Status on Probation or Parole resulting from any of the above within seven (7) years of the application date
  - Cruelty to animals related felony convictions within five (5) years of the application date
  - Terrorism related felony convictions within ten (10) years of the application date
  - Sex related felony convictions within ten (10) years of the application date
  - Any person identified on the OFAC SDN/Terrorist Watch List

Applicants declined because of criminal background may appeal the screening results through ConAm Management’s appeal process. Instructions for the appeal process may be obtained from the Community Manager.



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### Additional Criteria

- Each applicant over the age of 18 must complete a rental application and pay a non-refundable application fee.
- False information in any area of the application process will result in a denial of the rental application.
- Application fees or holding deposit payments that are returned as NSF (non-sufficient fund) will result in the application being declined.
- Applicants for an apartment home that is subsidized by a government funded affordable housing program will be required to meet additional guidelines or may be exempt from certain rental criteria.
- We do not accept reusable tenant screening reports.
- Screening results are valid for 120 days from the date of screening. After 120 days applicants will be required to submit a new application and pay a new application fee.
- An applicant whose application has been declined will not be permitted to reapply for 90 days.

### Screening Results

Your application will be evaluated per the above screening criteria and result in one of the following decisions:

“Accept” will pay the standard security deposit

“Low Accept” will pay a security deposit of **half of a month’s rent plus the standard deposit**

“Conditional” or “Refer” will pay a security deposit of **one month’s rent plus the standard deposit**

“Decline” will not be qualified to lease an apartment

If the screening results return a fraud alert or warning additional documentation may be required such as proof of identify, address or social security number. This is required per the federal FACT Red Flag Regulation and to help protect your identity.

### Insurance Requirements

Renter’s insurance is required as a condition of residency with minimum liability coverage of \$100,000. Personal property coverage is not required, but recommended. Residents of rent restricted apartments are exempt from this requirement.

### Guarantors

Consult with the leasing office to determine if guarantors are allowed at this Apartment Community. If allowed, a guarantor may be accepted for applicants that do not meet the credit and/or income requirements. Guarantors must complete a full application and be qualified based on the standard criteria. However, total gross monthly income for a guarantor must be a minimum of two times the standard applicant’s required income to rent ratio (for example: if the standard income to rent ration is 3x then a guarantor’s income must be 6x the monthly apartment rent.

### Applicant Consent

The undersigned applicant(s) hereby consent to allow this Apartment Community, through its designated agents or associates, to obtain a consumer report and/or criminal record information on each of us and to obtain and verify each of our credit and employment information for the purpose of determining whether to lease an apartment to me/us.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

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Applicant

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Date

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