ABC MANAGEMENT COMPANY

Resident Screening Policy

**Application Requirements**

* Each adult applicant must complete a Rental Application. There is a nonrefundable application fee for each application, which is subject to change in accordance with current screening costs.
* Each adult applicant must fill out the Rental Application completely and accurately. An incomplete application may be denied or not processed at the discretion of ABC Management Company (hereinafter “ABC”). Any misstatement or omission made on the Rental Application, however and whenever discovered, is a ground for denial of an application or termination of an existing lease. Information must be legible and verifiable. Any information provided in your Rental Application that cannot be checked out and verified is reason for denial of the application. Omission of information, such as your prior address or employer, may be grounds for denial.
* All applicants must be at least 18 years of age and must provide a government-issued photo ID.
* All applicants must be able to prove their U.S. citizenship or their legal right to be in the United States.

**Income**

* The monthly income requirement is not less than 30 percent of the applicant’s monthly gross income, which means that approximately three (3) times the amount of rent is the applicant’s monthly gross income.
* The applicant’s income must be verifiable by means of current pay stubs, employer contact, or tax records. Income from all sources will be considered so long as it is verifiable, reliable, and predictable.

**Housing References**

* All applicants must have a positive housing history. The applicant must provide the name and last known telephone number of each landlord and / or rental property manager, mortgage or contract for deed payee for each address for the last three (3) years. Roommate references are not acceptable.
* ABC reserves the right to deny a Rental Application if the applicant’s housing history cannot be verified. The refusal of a prior landlord to provide a positive rental reference or the unavailability of such reference may be grounds for denial of the Rental Application. This requirement may be waived for first-time renters, military service personnel, or students, subject to additional requirements of ABC.
* ABC may consider exceptions for an applicant without a positive rental history because of household income and credit reasons. Such an exception may require the applicant to provide an advance payment of the first and last month’s rent or a higher deposit to ABC.

**Occupancy Limits**

Apartments are subject to the following occupancy limits:

* Studio apartments: One person;
* One-bedroom apartments: Two persons;
* Two-bedroom apartments: Two persons per bedroom, but not more than two adults total;
* Three-bedroom apartments: Two persons per bedroom, but not more than three adults total.

These occupancy limits are intended to provide maximum housing opportunities for families with children, while minimizing problems associated with guests and parking for multiple adult roommates.

**Credit and Evictions**

ABC requires a positive credit history. Each adult applicant must consent to and undergo a credit check. An adverse bank or credit reference, high debt, past due or dishonored debt, the absence of a favorable credit history, unsatisfied judgments, particularly judgments or claims from prior housing providers, or accounts in collection, are grounds for denial of the Rental Application.

An eviction of the applicant from an apartment may be a reason for denial.

**Criminal History**

Each adult applicant must consent to and undergo a criminal background check. Applicants having a felony criminal history may be denied.

**ABC is a Fair Housing Provider**

ABC does not discriminate on the basis of race, color, religion, national origin, sex, familial status, disability, creed, marital status, public assistance, ancestry, or sexual or affectional orientation.

**Disclosure of Tenant Screening Service**

ABC uses a professional, third party company to process and screen applications. The name, address and phone number of that company is: DEF Research Services, 1234 Name of Road, Name of City / State / Zip Code, Telephone (Area Code) 123-4567.