

## **RESIDENT SELECTION CRITERIA**

- All Adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity. A Nonrefundable application fee will be required for all adult applicants. Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit.
- Applicants must have a combined gross income of at least three (3) times the monthly rent. We reserve the right to require a cosigner.
- A minimum of two (2) years residential rental history is required.
- Credit history and/or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past five (5) years.
- Self-employed applicants may be required to produce upon request two (2) years of tax returns or 1099s and non-employed individuals must provide verifiable proof of income.
- All sources of other income must be verifiable if needed to qualify for a rental unit.
- Criminal records must contain no convictions for misdemeanors for crimes involving violence, assault or battery, drugs, firearms; felonies within the past seven years and no sexual offenses ever. In the event a record comes back "adjudication withheld", "nolle prose" or "adjudication deferred", further documentation may be required, and applicant may be denied on this basis.
- Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate and no complaints regarding illegal activities. Applications will automatically be denied for current outstanding debt or eviction.
- No more than two (2) pets are allowed per home (subject to HOA Rules and Regulations if applicable). No pets (with the exception of medically necessary pets for the benefit of the occupant(s)) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets (proper documentation is required).
- Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one months rent. We reserve the right to require a higher security deposit and or additional prepaid rent.

- The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
- A signed Lease Agreement and payment of the full deposit identified in the Lease agreement is required within 48 hours of application approval notification.
- In the event any exceptions to our company's criteria are made, additional security, co-signers, and/or additional advance rent payments may be required.
- Our company policy is to report all non-compliance with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.
- Guarantors will be accepted for Applicants who do not meet the required rent to income ratio or credit denials. Guarantor must complete an application and pay the application fee. Must also have a gross monthly income of four (4) times the monthly rent and meet all other requirements. Only one (1) guarantor per home is allowed.
- No smoking allowed inside any of our homes.
- Vehicles must be operational and have current registration at all times. Boats or trailers are not allowed at any time unless approved in writing by landlord.
- Acceptable income documentation:
  - Hourly/Salaried Applicants: Most recent paystub from employer (must cover a complete month)
  - Self Employed: Two (2) months of most recent Bank Statements (additional months may be requested).
  - Social Security Income: A disbursement letter from the current year showing monthly amount or statement.
  - Child support: A court order showing amount. Additional documents may be necessary.
  - Tax Returns, W2 or 1099: must also be accompanied by most current bank statement.
- Application, even if accepted, shall under no circumstances be considered a lease agreement between applicant and landlord, or an offer to lease. No lease shall exist between applicant and landlord until the parties enter into a formal Lease Agreement and Applicant pays all required fees, deposits and advance rent.
- The information obtained by the applicant will not be sold or distributed to others. Landlord and Landlord agents may use such information to decide whether to lease the property to an applicant.

# Legacy

Home Source

**Legacy Home Source, LLC**

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- Landlord and Landlord's agents are committed to providing equal housing opportunities to all rental applicants regardless of race, color, religion, national origin, sex, handicap, familial status, or other protected status.
- If the application is denied, Landlord or Landlord's agent shall within ten (10) days thereafter and upon the written request of applicant, state the basis for denial to Applicant.
- Any falsification in applicant's paperwork will result in the automatic denial of application.
- Deposits and move-in monies require two (2) separate certified forms of payment.