

Hawk Management

APPLICANT SCREENING CRITERIA

All rental discussions will be conducted in English. If you do not speak English, please bring an interpreter over 18 years of age to assist you when you are viewing apartments or signing any paperwork.

Occupancy:

- Occupancy standards are 2 people per bedroom + 1 additional person. (Example: 1 bedroom = maximum 3 people).

Rental Requirements:

- Applicant(s) must have a total of 12 months positive rental/mortgage history for approval.
- Verbal agreements and rental from family/friends will not be considered verifiable rental history.
- Unlawful Detainers and/or outstanding debts to a landlord will result in denial.
- Any landlord reference which states they would not re-rent will result in denial.
- If the applicant has less than 12 months positive rental history, a co-signer or increased deposit will be required.
- In the event of two or more co-applicants, the combined income and average of the combined credit history will be used in determining qualification.
- Co-signers are required to meet all community criteria and make 2.5 times the amount of **BOTH** the applicant's rent **PLUS** the co-signer's rent or mortgage for approval. Co-signers must be a relative of the applicant(s).

Employment Requirements:

- Applicant(s) must have 12 months current employment history or previous employment in a similar field for approval.
- If the applicant has less than 12 months employment history, a co-signer or increased deposit will be required.
- Two (2) months paycheck stubs or bank statements will be required to verify income.

Rent to Income:

- Applicant(s) are required to make 2.5 times the amount of the rent for approval.
- If applicant's income is more than 2 times the amount of the rent, but less than 2.5 times the amount of the rent, an increased deposit or co-signer will be required.
- If applicant(s) includes a co-signer, the co-signer's income will **NOT** be included in the calculation of applicant(s) total income. The applicant(s) income alone must meet the income requirements.

Credit Criteria:

- Applicant(s) must have 12 months established credit history for approval.
- If applicant has no established credit, or established credit is less than one year old, a co-signer or increased deposit will be required.
- Derogatory credit history must be less than 30% with no outstanding or unpaid rental collections, rental judgments, or evictions for approval.
- If derogatory credit history is more than 30%, but less than 50%, application will be approved with an increased deposit.
- If derogatory credit history is more than 50%, application will be denied.
- Bankruptcies:
 - The bankruptcy must be discharged or the application will be denied.
 - If the bankruptcy has been discharged and either positive credit established or no credit established since the discharge, then an increased deposit will be required.
 - If negative credit has been established since the discharge, then the application will be denied.

Bad Check Records:

If applicant has more than 1 count of writing bad checks, an increased deposit will be required, and rent must be paid in the form of a cashier's check or money order.

Signature: _____

Date: _____