



## Residential Property Management Division

### Rental Verification Guidelines

**Check writing History-** Positive check writing history is required. Negative check writing history can result in denial of application or secured payment only status.

**Criminal History-** A Criminal history will be pulled for each applicant and all occupants 18 years of age or older. Management will evaluate any criminal history on a case by case basis in accordance with guidelines established by HUD. It is our policy not to discriminate against any applicant or occupant on the basis of race, sex, age, color, national origin, disability or religion. The health and safety of our residents, properties and employees are always a priority.

**Income-** Minimum monthly income must be at least 3 times the monthly rent amount. Verification of income must include recent paycheck stubs and/or W2 forms (if self employed and along with other proof requested), bank statements showing deposits, letter of transfer, letter of hire, or any other requested documentation requested.

**Credit-** Score of: 600 +

Bankruptcy, Foreclosure, and Collections must have Owner's approval

**Rental History-** All applicants must have verifiable rental/mortgage history with good payment history. If there is a balance owed, you will be required to pay or your application will be denied. Any applicant with an Eviction within the past 5 years will be automatically denied.

**Employment History-** All applicants must have verifiable employment, at least 12 months with same employer or previous employment history will be required.

**Age Requirements-** All applicants must be at least 18 years of age to fill out an application and sign the lease agreement. Anyone occupying the property 18 years of age or older MUST complete an application and qualify.

**The groups or individuals that may be asked to release the above information include, but are not limited to:**

Previous Landlords (incl. Public Housing Agencies)  
Social Security Administration  
Support and Alimony Providers  
Institutions  
Courts  
Your Employers

State Unemployment Agencies  
Banks and other Financial  
Credit Providers/Credit Bureaus  
Medical & Child Care Providers  
Schools & Colleges

