

**RESIDENT SELECTION CRITERIA**

- 1. All Adult applicants 18 or older must submit a fully completed, dated and signed residency fee and application. Applicant must provide proof of identity. A \$30.00 non-refundable application fee will be required for all applications with up to two adults per application. Applicant may be required to be approved by a condo/homeowner association and may have to pay an additional application fee or an additional security or damage deposit.
- 2. Applicants must have a combined gross income of at least three times the monthly rent or two times the monthly rent if no automobiles (not including utilities). We reserve the right to require a Guarantor if needed to assure payment. A minimum of 2 years satisfactory residential and work history is required.
- 3. Credit history and or Civil Court Records must not contain auto repossessions, outstanding bad checks, housing judgments, eviction filing, unpaid housing collection or house damage collections, or liens within the past 4 years for approved applicants.
- 4. Self-employed applicants may be required to produce upon request 2 years of tax returns, 1099's or other proof of income, 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.
- 5. Criminal records must contain no convictions for felonies within the past 7 years, no violent misdemeanors in the past 5 years and no sexual offenses ever. In the event a record comes back "adjudication withheld" further documentation may be required and applicant may be denied on this basis.
- 6. Previous Residential history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
- 7. No pets 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.
- 8. Applicants will be required to pay a security deposit at the time of lease execution as offered on our rental list. We reserve the right to require a higher security deposit and/or additional prepaid rent if ability to pay is in question.
- 9. To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in a rental unit. In determining these restrictions, we adhere to all applicable fair housing laws. We allow two persons per bedroom plus infants.
- 10. Holding deposits can be made with application or after acceptance of application. The placing of a holding deposit with Arthur Kowitz Realty does not assure the availability of the rental unit until your application is approved. Holding deposits received with applications that are denied will be returned to the applicant as soon as possible (checks require up to 10 days banking clearance). Holding deposits will be equal to at least one half of one month's rent. Once a holding deposit is received (accompanied by an approved application), rent must begin within 14 days of acceptance or the deposit is forfeited and the unit will be put back on the market. When your occupancy begins within the 14 days, the holding deposit becomes part of your move-in funds by being credited towards security deposits and/or rent.
- 11. Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, guarantor, and/or additional advance rent payments may be required.
- 12. Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent, or any amount owed to collection agency and to the credit bureau.
- 13. We are an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.
- 14. Rent refund policy. There will be no refunds or pro-rating of unused rents once payment has been made.

I have read the above criteria and acknowledge that we(I) understand the policies that we (I) have read.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Additional Information: \_\_\_\_\_  
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