

Rental Criteria for tenants of GreatHouse.Biz

I. GOALS GreatHouse.Biz seeks tenants who:

1. Will pay their rent on time and fulfill all the obligations of their lease;
2. Take good care of the property;
3. Be good neighbors; and
4. Have good credit history and rental references

All three requirements are given equal weight in the screening procedure, and an applicant will be rejected if we uncover evidence that s/he or they might not satisfy any of the requirements.

II. APPLICATION REQUIREMENTS

All applicants must completely and truthfully fill out our Rental Application, and the non-refundable application fee must be paid at time of application. Incomplete applications will not be accepted. At time of application, the manager will:

1. Review the application for completeness (inc: all prior addresses for three years or more and a proposed lease start date);
 2. Verify that the applicant's household income is sufficient to meet our guidelines;
 3. Verify the identity of all applicants age 18 or older and each has provided legal proof of identity.
- Should the manager uncover from the application prima facie grounds for rejection, the manager shall return the application to the applicant and will not accept the application fee.

III. SCREENING PROCEDURE

Screening proceeds until grounds for rejection are uncovered. When grounds for rejection are found, the applicant is rejected and screening stops. If screening is completed and no grounds for rejection are uncovered, the applicant will be accepted and offered a lease.

Screening procedures include some or all of the following until landlord is satisfied with the information:

1. **Identification Verification** - the applicant's identity and social security number are verified by inspection of picture identification (driver's license, State ID card, Military ID, or similar document - photocopy required).
2. **Credit Check** - the applicant's credit file is accessed and reviewed. A score below 650 would be considered marginal, and possible grounds for rejection. Delinquent payments, collections, bad debts and skips are also potential grounds for rejection.
3. **Public Records Search** - Police and court records are searched for information on all adult applicants.
4. **Employment Verification** - Employers are contacted and employment/income is verified.
5. **Landlord verification** - the current landlord and all past landlords for at least the previous three years are contacted. Those landlords will be asked about:
 - a. **Payment History.** Has tenant paid on time? How many times late. Current rent amount.
 - b. **Condition of unit occupied by tenant.** Has tenant maintained the unit in satisfactory repair and in sanitary condition?
 - c. **Disturbances.** Have there been complaints from neighbors? Have the police been called to the unit due to disturbances or fighting?
 - d. **Period of Tenancy.** Has the tenant occupied the unit for the time period specified on the application?
 - e. **Lease Status.** Does the tenant have a lease? If yes, does the tenant have permission from the landlord to move? Has the tenant given notice of intent to move?
 - f. Does the tenant owe any money to the landlord at this time?
 - g. Would the landlord rent to the tenant again?

IV. REJECTION CRITERIA

1. Categorical Rejection Criteria

All applicants for a property who intend to live together in the property will be rejected if any applicant has:

- a. Made incorrect or inaccurate statements on application. Any statement made by applicant on the application that can be proven false is immediate grounds for rejection.
- b. Any eviction by any landlord for any reason in the previous five years.
- c. Any unsatisfied judgment or collection from any landlord at any time for any reason.
- d. Any convictions for a felony involving violence, ever.
- e. Evidence of current drug abuse.
- f. Unsatisfactory payment history with current or past landlords.
- h. Unsatisfactory sanitary or maintenance record with any current or previous landlord.
- i. Evidence of disruptive behavior, fighting, or habitually inconsiderate behavior at any addresses.
- j. Any unreported addresses within last three years, or within time frame reported on application.

2. Potential Rejection Criteria

All applicants for a property who intend to live together may be rejected if any of the following apply:

- a. Monthly Household gross income less than three times the monthly rent.
- b. Any eviction of any applicant by any landlord at any time.
- c. Any judgment or collection against any applicant by any landlord at any time.
- d. Evidence that applicant will be unable to place electric and or gas utility in their name.
- e. Evidence that any applicant has failed to adhere to lease requirements at any previous address.
- f. Judgments, collections, or garnishments other than from landlords against any applicant.
- g. Credit account information containing charged off or collection accounts for any applicant.
- h. Low credit score and poor payment history.
- i. Current bankruptcy of any applicant

V. ACCEPTANCE/LEASE CRITERIA

Applicants will be rated as: Desirable, Acceptable, Unknown Quantity, Unacceptable.

1. Desirable Applicant.

Applicants whose history includes no negative information as set forth in Section IV above, and who, in addition, have a good credit history, credit rating above 650, and a good previous landlord history that can be verified for at least three years in duration is a Desirable Applicant. Such an applicant shall be offered a lease under the following terms:

- A. One year lease (or shorter by previous agreement)
- B. Payment of ordinary advertised deposit and first months rent at time of lease signing, using personal check, cash, or money order.

2. Acceptable Applicant. A. An applicant is acceptable if:

1. Negative information as set forth in section IV 2 above is found on any applicant, but in the opinion of Management the information is not sufficiently negative to warrant rejection.
2. Negative economic (credit or employment) information on any co-applicant is found that is sufficient to warrant rejection, but another co-applicant is found to be acceptable and that co-applicant has sufficient income on his/her own to support the rent.

B. Acceptable applicants shall be offered a lease under the following terms:

1. One year lease (or shorter by previous agreement).
2. Payment of ordinary advertised deposit and first months rent at time of lease signing.
3. At discretion of management depending upon particular circumstances, an applicant may be deemed acceptable only if they agree to either:
 - a. Provide a cosigner who is a member of the immediate family, a homeowner, and with good credit, or;
 - b. Pay last month's rent in addition to first month's rent and advertised security deposit at time of lease signing, **and/or** pay an additional deposit equivalent at time of lease signing.

3. Unknown Quantity. A. An applicant is an unknown quantity if any of the following apply:

1. Any co-applicant has no verifiable previous rental or credit history, or a rental history where the only landlords are family members, and another co-applicant does not have sufficient income on his/her own to support the rent.
2. Any co-applicant does not satisfy the requirements for a desirable applicant as set forth in section V.1 above, and co-applicants wishing to share an apartment who do not have at least a one-year rental history.

B. Applicants who are unknown quantities shall be offered a lease only under the following terms:

1. One year lease (or shorter by previous agreement).
2. Applicant shall choose one of the following options:
 - a. Pay last month's rent in addition to first month's rent and advertised security deposit at time of lease signing, **and/or** pay an additional deposit equivalent at time of lease signing.
 - b. Provide a cosigner who is a member of an applicant's immediate family, a homeowner, with good credit and sufficient income to support the apartment.

4. Unacceptable Applicant

An Unacceptable Applicant is any applicant that is rejected in accordance with the standards set forth above. No Unacceptable Applicant shall be permitted to live in any of our properties at any time for any reason.

VI. MANAGEMENT DISCRETION: Management reserves the right to consider special or extraordinary circumstances pertaining to any applicant when reviewing any application. Said circumstances may work either to applicant's benefit or detriment.