



## Rental Application Criteria and Tenant Selection

ARCH Management Group does not discriminate against any person based on race, color, religion, gender, national origin, familial status, or disability. The rental criteria listed below explains the policies of this community with regard to standards that must be met by each applicant in order to be approved for residency.

### The Application Fee of \$45 Per Adult is Non-Refundable

Each adult 18 and over must complete a separate online application. It is in your best interest to read and fully understand our rental criteria to ensure that you meet the rental requirements before applying. NOTE: If you are applying as a couple or group, we will not begin the screening process until all individuals have completed and submitted their online applications.

### Fair Housing Statement:

We are a fair housing provider. All applicants will be subject to the same application criteria. We do not discriminate against persons on the basis of race, color, religion, national origin, sex, familial status, disability, creed, marital status, public assistance, ancestry, and sexual or affectional orientation.

### Renting an Accommodation:

To rent an accommodation under a Long-term lease, we require you to complete an application and provide us your first and last name, home or other physical address, your telephone number, your e-mail address or other personal information, credit card number, social security number or other non-public financial information. This application can be completed online on our website or at our leasing office. You may choose not to provide your personal information. If not provided, however, you will not be able to rent an accommodation with us. This process may or may not be required of vacation rentals.

### Application Process and Requirements:



Every person over 18 who will reside at the rental property must be named on the lease and complete and submit a rental application as well as pay a \$45 rental application fee. Each application must be filled out completely and accurately. An incomplete application may be rejected or not processed. Any misstatements or omissions made on your application, whether or not discovered before you move into the rental property, is grounds for denial of an application or termination of an existing lease. Information must be legible and verifiable. If information given on the application cannot be checked out and verified, this is a reason for denial of an application. Omission of information, such as an address or employer, may be grounds for denial of an application. False information may also be grounds to reject your application, retain all application fees and deposits as liquidated damages, and terminate your right of occupancy.

### Income:

Income must be verifiable and must meet the following criteria:

- Total household gross monthly income must be at least three (3) times the amount of monthly rent (i.e. \$1350/month rent x 3 = \$4050/month or \$48,600 / year minimum income). Subsidy recipient's income must be 3 times the amount of the rent portion they are responsible to pay.
- Examples of income include, but are not limited to: wages, salaries, tips, Social Security benefits, retirement, pension or savings accounts, stocks, bonds, child support or alimony payments, unemployment benefits, or public assistance.
- Savings and brokerage accounts may be considered in lieu of active employment with verification of bank balances (savings, check, money market, certificates of deposit) totaling at least four times the annual rent (4 x annual rent).
- Co-signers on leases are generally not accepted.

### **Proof of Income:**

Written proof of income must be provided in one or more of the following forms:

- Written offer letter from employer indicating salary and start date (if employment new and has not yet started)
- Two most recent pay stubs from your place of employment



- Letter of benefit assignments from a 3rd party bank, life insurance company, or government source of benefits paid

### ***For self-employed individuals:***

- Two most recent complete Federal income tax returns (signed)
- If sole proprietor, include two most recent Federal Schedule C indicating self-employment income; If corporation or partnership attach two most recent K-1 statements showing owner share of cash distributions from your business.

### ***Residents of Foreign Countries:***

If the applicant has no social security number, the following will be required:

- Proof of foreign citizenship
- written verification of employment or recent paycheck stub
- Proof of income equal to three month's rent plus one month's deposit OR payment of a deposit equal to three months' rent prior to move-in.

### **Housing History:**

Three years of previous residential history and contact information for previous landlords or property managers must be provided. Positive references from previous landlords and/or homeowners are recommended. The following items may disqualify rental acceptance or be grounds for denial of an application:

- Previous unlawful detainer (eviction) lawsuit or default (failed to perform) on any obligation of a rental agreement or lease (i.e. late payments, NSF checks, noise complaints, skips or any negative reference).
- Outstanding balance owed to previous or current landlord.

### **Credit History:**

All applicants must provide their social security number and submit for a credit history check. The following items may disqualify rental acceptance or be grounds for denial of an application:

- History of or current bankruptcy proceedings.



- History of delinquent payments or high credit balances on multiple credit accounts.
- Credit score of less than 650 in any of the major credit reporting agencies.
- Unpaid bills referred to collection's agency.
- History of numerous NSF checks.

Credit history will be weighed in conjunction with all other rental criteria. Landlord reserves the right to deny any applicant based solely on a history of any delinquent credit activity.

### Background and Criminal History:

We will use personal information disclosed by you to conduct background checks. We may verify any information that you submit to us in connection with your application for a lease through any means, including any consumer or criminal record reporting agencies, personal and professional references, employers and other rental housing owners. All applicants require a background and criminal screening. The following items may disqualify rental acceptance or be grounds for denial of an application:

- Felony convictions.
- Misdemeanor convictions or gross misdemeanor convictions on crimes against persons, property, or drug related illegal activity.
- Reports of poor overall personal character and general reputation.

### Proper Identification:

All applicants must provide one or more of the following in addition to a government-issued photo ID:

- Valid Social Security Card.
- Passport.
- Permanent Resident Card.
- Visa.



## Renter's Insurance

All lease holders are recommended to maintain renter's insurance of \$100,000 per occurrence. It is your responsibility to provide proof of insurance prior to move-in.

## Landlord and Applicant Interactions:

A courteous and businesslike attitude is required from all applicants and prospective tenants. We reserve the right to refuse rental to anyone who is verbally abusive, swears or uses profanity, is disrespectful, belligerent, makes threats, is argumentative, displays violent behavior, demeaning speech or treatment of landlord or landlord's agent or to one another if more than one applicant or in general displays an attitude during the application process that causes management to believe we would not have a positive landlord and tenant relationship.

## Occupancy:

Maximum number of residents equal to two persons per bedroom.

## Pets and Animals:

Animal policies vary from one property to another. Any pet/animal to be considered as part of the application process will be subject to a pet screening of \$20 for one pet, \$15 for the second pet (maximum two pets per household), with a \$10 annual renewal fee should your lease extend beyond 12 months. Applicants must be prepared to provide a photo of the pet/animal, name of breed, weight, veterinarian name and vaccine information, age of pet, as well as other information requested as part of the application process. The following dog breeds may be cause for rejection: Akita, American Bulldog, Bullmastiff, Mastiff, Chow, Doberman, German Shepherd, Husky, Presa Canario, Siberian Husky, Staffordshire Terrier, Wolf Dog, Bull Terrier, Pit Bull Terrier, Rottweiler, and any mix or combination of the any of these. No aquariums larger than 10 gallons will be allowed. No wild cats (non-domestic breeds), ferrets, reptiles or rodents of any kind are permitted. We charge a monthly pet rent of \$50 (\$75 if there are two pets). No more than two pets will be allowed per rental.



Special consideration will be given to Service Animals that are registered and certified by documentation to assist a tenant with special medical or emotional needs (proper and current documentation will be required for verification as part of the pet screening process).

### Automatic Denial

Applicants will automatically be denied residency based on the following:

- Negative rental history.
- There is falsification of any information entered on application forms.

### Protecting Your Privacy:

Protecting your privacy is important to us. Your email address and personal information are confidential and will not be sold or rented. See our rental application Privacy Policy for more details.

Please sign and return with completed application.

Signature	Date
Signature	Date
Signature	Date
Signature	Date

APPLY TODAY