

### Sample Minimum Qualifying Criteria

- Income: Total household income must be at least three (3) times the amount of the apartment's monthly rental rate.
- Employment: Prospective residents must be employed by the same employer for no less than six (6) months. Should a prospect be recently transferred or relocated, they must have six (6) months prior verifiable employment.
- Credit: No unpaid rental judgments or rental collections. No unpaid public records or unpaid collections. No more than 20% slow pay or current past due accounts.
- Rental History: No evictions or unpaid rental related debt will be accepted. No more than two (2) late payments and/or two (2) nonsufficient rent checks within the past year will be allowed. No complaints or damages within the past year. The lease must be fulfilled unless the applicant is being released or breaking the lease due to job transfer.
- Guarantor: A lease guarantor will be accepted for students, recent college graduates (within the past six months), for those retired or disabled living on a fixed income, for those who do not have verifiable rental history or do not meet income requirements. Guarantor must show proof of gross monthly income of at least four times the monthly rental amount.
- Additional Security: An additional security deposit may be required if the applicant is lacking in one of the above areas - Income, Employment, Credit, or Rental History - but has a satisfactory record in the other three areas.
- Self-employed, retired, disabled: If self-employed, retired or disabled, the applicant must provide photocopies to the property manager of tax returns from the previous year, financial statements from a certified public accountant, or photocopies of the three most recent bank statements showing proof of ability to pay rent for the term of the lease.

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_