

# Rental Selection Criteria

## Mountain View Apartment Homes

Effective July 21, 2017

A separate rental application must be processed on all prospective residents 18 years of age or older, and an application fee paid for each applicant. A valid form of legal identification is required at the time of application and move-in. All prospective residents will be qualified on the following criteria:

**CREDIT HISTORY** – The first step in the application process is a credit report that will be processed on each applicant. The credit report will be part of a scoring model of 200 to 800 points used by CoreLogic SafeRent. Approval will be based on the indicators of future rent payment performance. A score of 420 or higher must be obtained for the approval process to continue. If applicant takes exception with the credit findings, he or she is responsible for contacting the credit bureau.

**INCOME** – Applicant(s) must have a verifiable source of income that when combined the gross amount is equal to a minimum of three (3) times the monthly rent. If retired or unemployed applicant: must provide other sources of verifiable regular monthly income (example: investments, trust funds, child support, alimony, etc.) that cover three (3) times the monthly rent for monthly income sources or cover the entire amount of the lease term (example: savings accounts).

**EMPLOYMENT** – When applying, it is the obligation of the applicant(s) to provide proof of employment through a copy of two (2) most current paycheck stubs; or, if self-employed, the previous year's tax return or W-2; or job offer letter stating the start date and salary on company letterhead. Students must provide documentation of full-time student status (12 credit hours). If income cannot be verified, a Co-Signer or additional deposit will be required.

**RENTAL HISTORY** – Applicants must provide at least 6 months of verifiable rental and/or payment history within the last two (2) years from a landlord, apartment community or mortgage company (including a prompt payment record and compliance with all community policies). Acceptable rental/payment history would include no more than three (3) late payments or returned checks per year of residency. Reference information from family members or friends will not be considered.

**CONDITIONAL APPROVAL** – An Additional Deposit equal to up to two month's market rent or Co-Signer will be required if the credit score is in the "conditional approval" range or criteria for any one of Income, Employment, Social Security number or Rental History have not been met, or have only been partially met. All adverse action requirements will be combined when reviewing multiple applications. **Note:** In the event a co-signer is required, he/she must complete an *Application for Residency* and meet all of the Rental Selection Criteria. A Co-signer will be full responsible for the *Residential Lease Agreement* if the occupying resident(s) default.

**CRIMINAL BACKGROUND CHECK** – A criminal background check obtained from CoreLogic SafeRent will be used as part of the qualifying criteria at this community.

**AUTOMATIC DENIAL FOR RESIDENCY** – An Applicant will automatically be denied for the following reasons:

- Falsification of any information on the Rental Application
- Credit score in the "decline" range
- Anyone currently in the process of filing a bankruptcy
- Having been evicted by a previous landlord for cause
- Any unresolved debts to a landlord or mortgage holder (unless debt is paid prior to approval of rental application).
- Rental applicants who have charges against them for one or more criminal offenses involving violence, sexual offenses, drug-related activity, injury to person or damage to property, including, without limitation, homicide, battery and assault, sexual assault, possession or sale of an illegal substance, burglary or theft, illegal possession or sale of weapons
- Rental applicants who have been convicted of one or more of such criminal offenses
- Rental applicants who have pleaded guilty or no contest to one or more of such criminal offenses
- Rental applicants who have had one or more of such criminal offenses disposed of other than by an acquittal or finding of "not guilty".

**OCCUPANCY STANDARDS** – The maximum number of occupants per apartment are as follows: 1 bedroom - 3 persons; 2 bedrooms - 5 persons; 3 bedrooms - 7 persons. If for any reason the number of occupants exceeds the maximum number for that floor plan, resident may be able to transfer to the appropriate floor plan, (subject to availability of alternate floor plan types and resident's compliance with existing lease agreement), to comply with the

occupancy limits, or vacate the apartment subject to the terms and conditions of the lease agreement and supporting addenda.

**PET POLICY** – A maximum of two (2) pets are allowed per apartment. Dogs and cats are accepted. There is no weight limit for dogs. The following breeds of dog are restricted and are prohibited at Mountain View Apartment Homes: Pit Bull (Bull Terrier or American Staffordshire Terrier), Rottweiler, German Shepherd, Doberman, Chow, Presa Canario, Akita, Wolf Hybrid, and Husky. Any mixes of the above listed breeds are also considered restricted and are prohibited.

**I/We have read the above and understand the criteria from which the application(s) will be approved or denied.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative for Mountain View Apartment Homes

\_\_\_\_\_  
Date

**APPLICANTS MUST RECEIVE A COPY OF THIS RENTAL SELECTION CRITERIA**



# APPLICATION FOR RESIDENCY

## Mountain View Apartment Homes - (406) 587-7788

APPLICANT FULL LEGAL NAME	SOCIAL SECURITY NUMBER
DATE OF BIRTH	DRIVER'S LICENSE NUMBER STATE
PHONE NUMBER	E-MAIL ADDRESS
OCCUPATION	MONTHLY GROSS INCOME

VEHICLES:	MODEL	MAKE	COLOR	YEAR	LICENSE PLATE NO.	STATE
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____

**LIST OTHERS WHO WILL RESIDE IN APARTMENT ON A PERMANENT BASIS:**

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

**PRESENT ADDRESS:**

STREET: \_\_\_\_\_ APARTMENT NO.: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

RENT/OWN/LIVE WITH PARENTS? \_\_\_\_\_ DATES: \_\_\_\_\_ TO \_\_\_\_\_ MNTHLY PYMT: \_\_\_\_\_

LANDLORD/LENDER: \_\_\_\_\_ PHONE NO. TO LANDLORD: \_\_\_\_\_

**PREVIOUS ADDRESS (if at current address less than 1 year):**

STREET: \_\_\_\_\_ APARTMENT NO.: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

RENT/OWN/LIVE WITH PARENTS? \_\_\_\_\_ DATES: \_\_\_\_\_ TO \_\_\_\_\_ MNTHLY PYMT: \_\_\_\_\_

LANDLORD/LENDER: \_\_\_\_\_ PHONE NO. TO LANDLORD: \_\_\_\_\_

**APPLICANT CURRENT EMPLOYER:**

EMPLOYER NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

EMPLOYMENT DATES: \_\_\_\_\_ POSITION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ SALARY: \_\_\_\_\_

**APPLICANT PREVIOUS EMPLOYER:**

EMPLOYER NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

EMPLOYMENT DATES: \_\_\_\_\_ POSITION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ SALARY: \_\_\_\_\_

**OTHER INCOME NOT LISTED ABOVE (SOCIAL SECURITY, CHILD SUPPORT, ETC.):**

TYPE OF INCOME: \_\_\_\_\_ SOURCE \_\_\_\_\_ AMOUNT PER MONTH \_\_\_\_\_

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**EMERGENCY CONTACT (NOT RESIDING WITH YOU):**

NAME: \_\_\_\_\_ RELATIONSHIP TO APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**PET INFORMATION\*:**

TYPE (DOG/CAT): \_\_\_\_\_ BREED: \_\_\_\_\_ COLOR: \_\_\_\_\_ NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

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\*KEEPING A PET REQUIRES CONSENT OF MANAGEMENT, PAYMENT OF APPLICABLE FEES/DEPOSITS, AND EXECUTION OF PET ADDENDUM. HANDICAPPED/ASSISTANCE ANIMALS USED FOR DISABILITIES ARE NOT CONSIDERED PETS.

**HOW DID YOU HEAR ABOUT OUR COMMUNITY?** \_\_\_\_\_

The Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, prohibits discrimination in the rental of housing based on race, color, religion, sex, handicap, familial status or national origin. The Federal Agency, which administers compliance with this law, is the U.S. Department of Housing and Urban Development.

This is to inform you that as part of our procedure for processing your application, an Investigative Consumer Report may be prepared whereby information's obtained through personal interviews with your landlord, employer, or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, mode of living, and credit report. You have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of these investigations (Fair Credit Reporting Act). I hereby agree, in the event of the approval of this application, to execute a lease in accordance with the terms set forth in this rental application and my rental liability shall commence during or on \_\_\_\_\_, 2016, pursuant to the terms of the lease. If I fail to sign the lease and/or pay agreed rental, Security deposit, utility fees, or other required charges as shown on the Welcome Home Letter, the \$200.00 holding fees accompanying this application shall be retained by landlord as liquidated damages and I agree to this amount being retained by landlord as a reasonable estimate of actual damages to landlord if I failed to perform as stated above after approval. I also do not believe the loss of this holding fee is an unfair trade practice if I fail to perform as stated above after approval. I understand that the holding fees accompanying this application are non-refundable after three (3) days. Owner and/or agent for the owner reserves the right to reject this application and to refuse possession of the above-mentioned accommodation. I understand that any fees charged for running this application are non-refundable once this application has been run. I have read the forgoing; certify that the information herein is TRUE and CORRECT, that his application is submitted for the purpose of inducing approval of this application in my behalf. Any "yes or no" question unanswered shall be considered a "yes".

Yes No

Have you ever possessed, sold, or used illicit drugs or narcotics in or about your residence?		
Have you or any person anticipated to occupy the premises ever been convicted of any criminal offense (misdemeanor or felony)?		
Have you or any person anticipated to occupy the premises ever been part of a plea agreement relating to any criminal activity?		
Have you or any person anticipated to occupy the premises ever been arrested, accused, detained, convicted, or otherwise involved in any sex related crime?		
Do you or any person anticipated to occupy the premises have any outstanding warrants?		
Are you or any person anticipated to occupy the premises now or have ever been listed on any sex offender list?		
Do you or any person anticipated to occupy the premises have any pending case or action relating to any type of criminal offense?		
Have you or any person anticipated to occupy the premises ever been arrested, or have any criminal record not previously disclosed above?		
If you answered "yes" to any of the above questions, please explain:		

BY SIGNING THIS APPLICATION, YOU DECLARE THAT ALL OF YOUR RESPONSES ARE TRUE AND COMPLETE AND AUTHORIZE AGENT OF THE LESSOR TO VERIFY THIS INFORMATION REFERENCES, AND CREDIT RECORDS, AND PERFORM A CRIMINAL BACKGROUND CHECK. ANY FALSE STATEMENT ON THIS APPLICATION CAN LEAD TO REJECTION OF YOUR APPLICATION OR IMMEDIATE TERMINATION OF YOUR LEASE.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

