



## RESIDENT APPLICATION SCREENING CRITERIA

**Community Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### **Application Process**

Flournoy Properties strives to maintain a high quality community for all residents. Please review the following list of criteria. If you feel you meet our qualification standards, we welcome your application. Every applicant is required to fill out the same paper work, answer the same questions and meet the same requirements.

### **Overall Standards**

**Fair Housing:** This community does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation, national origin or any other class protected by applicable law.

**Occupancy Standards:** No more than two people per bedroom may occupy the apartment, unless there are special circumstances approved by Landlord. Infants up to eighteen (18) months old are not considered for occupancy purposes. Tax credit communities are an exception as all occupants regardless of age must be considered.

**Investigations Standards:** Landlord or designates will conduct an investigation of each applicant, including applicant's current and/or prior landlord(s), employer(s), and/or others with whom applicant is acquainted. These inquiries may include information regarding applicant's character, general reputation, personal character, mode of living, credit report, and criminal background. At the applicant's request, landlord will provide a summary of applicant's rights under the Fair Credit Reporting Act.

**Identification:** We require all applicants to present a valid government issued photo ID such as a valid driver's license, state issued I.D. or identification issued by a local, state or federal government. Non-U.S. citizens must present a valid passport or valid visa.

### **Application Screening Criteria**

**Application for Residency:** An Application for Residency must be completed for each applicant who will be living in the apartment and who has reached the age of majority under state law, which in most states is 18 years or older. All occupants 18 years of age or older will be required to complete the application, even if they are living with a parent or guardian, and sign the lease agreement. Application fees will be collected before an application will be processed.

**Criminal History:** Applicants, occupants and guarantors will not be accepted if they do not satisfy the criminal history inquiries required by or background investigation allowed by the residency application. Landlord does not guarantee or represent those residents and/or occupants currently residing at the community qualify under the criminal background criteria required by the residency application. **FLOURNOY PROPERTIES maintains a strict corporate policy prohibiting convicted felons and registered sex offenders from residing within our communities.** This community reserves the right to investigate lists of registered sex offenders in any manner including online, in newspapers or by contacting state agencies.

**Verifiable Rental History:** Information regarding payment and rental history of each applicant will be collected to verify tenancy. You must have a record of paying your rent in a timely manner and, if applicable, you have given the proper notice required. **You cannot have any outstanding balance with any previous landlord on your account. Any applicant who has been evicted by a court of law within four years of application will not be accepted.**

Except for applicants who receive or who will occupy an apartment home that receives subsidies or voucher assistance, applicants must have a gross income source that can be verified and meets the minimum income requirements for the apartment being leased which are determined by multiplying the monthly rent by a specified factor of months, as determined by the corporate offices of Flournoy Properties. Applicants may be required to provide income verification, including a pay stub, a letter from an employer, the most recent W2, the most recent tax return and/or certified verification from company accountant or bank. In instances where sufficient income requirements cannot be met, this community may elect to accept pre-paid rent or a guarantor. In the event a co-signer is required he/she must complete an Application for Residency and meet all Resident Selection Criteria. A qualified guarantor must sign a Lease Guaranty agreement and will be fully responsible for the rent obligations of the Lease Agreement if the occupying resident(s) default.

**Employment History:** We may confirm employment and reported salary level.

**Credit Report:** We will investigate and verify credit history. Landlord evaluates credit history information with a scoring method that weighs the indicators of future rent payment performance, but Landlord retains the right to reject an application no matter an applicant's ultimate scoring. An unsatisfactory credit report can disqualify an applicant from renting an apartment, including one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. **Bankruptcies less than four years old will be automatically denied.** If an applicant is rejected for poor credit history, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the credit report but will not be told the content of the credit report. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency, correct any erroneous information that may be on the report and resubmit an application.

If you are accepted, you will be required to sign the lease agreement in which you will agree to abide by the policies of this community. A copy of this agreement is available for your review. Please read the lease agreement carefully.

I have read and understand the Flournoy Properties Resident Application Screening Criteria:

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Community Representative

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

