



Applicant 1 Name: \_\_\_\_\_

Applicant 2 Name: \_\_\_\_\_

Gross Combined Monthly Income: \_\_\_\_\_

2.5x Rent Amount: \_\_\_\_\_

Applicant 1 Scoring				
	0	1	2	3
Credit (F.I.C.O.) Score	<624	625-674 New/No Credit	675-699	700+
Credit Payment History*	3+	2 New/No Credit	1	0 SS/Foreclosure Only
# of Collections*	3+	2 New/No Credit	1	0
Rent to Income Ratio*	40%+	33%-39%	28%-32%	27%-
Late Rent or NSF *	3+ Can't Verify	2	1	0
Average Length of Residency *	<11 Months No History	12-18 Months	19-24 Months	25+ Months
<b>Applicant 1 Total Score:</b>				

Applicant 2 Scoring				
	0	1	2	3
Credit (F.I.C.O.) Score	<624	625-674 New/No Credit	675-699	700+
Credit Payment History*	3+	2 New/No Credit	1	0 SS/Foreclosure Only
# of Collections*	3+	2 New/No Credit	1	0
Rent to Income Ratio*	40%+	33%-39%	28%-32%	27%-
Late Rent or NSF *	3+ Can't Verify	2	1	0
Average Length of Residency *	<11 Months No History	12-18 Months	19-24 Months	25+ Months
<b>Applicant 2 Total Score:</b>				

Automatic Denial Reasons	Eviction / Neg Reference from Landlord	Non-Discharged BK	Criminal History	Incomplete or Falsified App.	Collection or Judgement from Landlord
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\* Credit Payment History – Number of delinquent accounts on report

\* # of Collections – All credit trade lines which indicate a 30, 60, or 90 day late payment. Each late payment is counted for each trade line. Student loans and medical debt are not counted.

\* Rent to Income Ratio – Rent amount divided by Gross Monthly Income

\* Late Rent or NSF – Counted for the previous 12 months of rental history OR the full length of the most recent rental reference, whichever is greater.

\* Average Length of Residency - Calculated based on the last 2 rental references provided.

\*\*\*Management reserves the right to alter scoring and criminal criteria based on rental locations\*\*\*

Scoring           Average score of 12+ = Application approved with normal security deposit  
                      Average score of 8-11 = Conditionally approved with additional security deposit  
                      Average score of 7 or less = Application denied

Applicant(s) Average Score: \_\_\_\_\_

Additional Deposit Amount: \_\_\_\_\_

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

Processed By: \_\_\_\_\_



RentWorks Property Management will review your application and all corresponding criminal, background, credit and eviction screening reports. General points of interest to note in our application process include:

- Move-In Date – Move in date must be within 15 days of the date the rental home becomes available. For a home that is available at the time of application, move in date must be within 15 days of application approval.
- Security Deposit/Deposit Agreement – Once approval is granted for your application you will have 24 business hours to submit the full security deposit amount and sign the security deposit agreement. If security deposit and deposit agreement are not received within 24 business hours we may move to the next applicant.
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- Smoking - Smoking is not allowed inside any of our properties.

### **1. Occupancy Guidelines**

The occupancy standards are two persons plus one infant under the age of 24 months per bedroom, per home.

### **2. Age**

Applicants must be 18 years of age or older, unless deemed to be an adult under applicable law with respect to the execution of contracts. (Each person who is 18 or older will need to submit a separate Lease Application and Lease Application Fee).

### **3. Identification**

Applicants must present valid photo identification issued by any state or federal authority of the United States, including, but not limited to: (i) a state-issued driver's license, (ii) state-issued identification card, (iii) U.S. passport or passport card, (iv) U.S. CIS Form I-551 permanent resident card, (v) U.S. Military ID Card, or (vi) a student, employment, or travel visa issued by the United States with an expiration date longer than the proposed lease termination date.

### **4. Credit**

A credit report will be completed on all applicants to verify credit worthiness. Verified credit history will be entered into an application scoring model to determine rental eligibility. Late payments, collections, and charge-offs will be negatively scored. Medical debt and student loans will not be negatively scored. Open bankruptcies and landlord eviction within the last 15 years or collection actions or judgments will result in an automatic denial.

### **5. Rental History**

Prior rental history will be verified. Applicants name must be on the lease agreement and prior landlord may not be a family member to be counted. Applicants will be automatically denied for the following reasons:

Eviction within the last fifteen years.

Outstanding debt/judgment to any prior landlord. (Proof of any satisfied judgment will be required.)



## 6. Income

The combined household income of all applicants must be a minimum of 2.5x the monthly rent. To verify income, we require the following:

Status	Documentation Needed
Employed (currently)	We will need pay stubs for the past 6 current, consecutive weeks. Weekly pay will be multiplied by 52 and divided by 12 to obtain monthly income.
Employed (starting new job)	Signed and dated offer letter on official company letterhead with hourly rate and hours scheduled or annual salary. Must include start date.
Employed (transfer)	If you are staying with your current employer, but transferring to a new location, or continuing to work remotely, we will need a signed transfer/employment letter from your employer. Must include hourly rate/salary and start date.
Self-employed	Personal income tax returns for the past 2 years (We will average your gross annual income over the 2-year period to calculate your average monthly income). If you have not filed your most recent tax returns, please provide 6 months of personal bank statements. Business tax returns and business bank statements will not be accepted. Please redact sensitive information (bank account numbers, social security numbers, etc.).
Retired	Current statement from issuing agency AND Bank statements for the past 3 current, consecutive months.
Social Security, Child Support, Disability, GI Benefits, etc.	Award letter or statement from issuing agency.
Other	Personal bank statements for the past 6 current, consecutive months for: bonuses, tips, or any un sourced deposits. In lieu of monthly income, bank account statements may be provided. A minimum balance of 3X the total rent due for the term of the lease must be provided in order for the applicant to qualify under this method.



**7. Criminal History**

A criminal background check will be completed for each applicant. The Lease Application will be denied for criminal activity of any applicant that has resulted in a conviction, plea of guilty or plea of no contest within the time period prior to the Lease Application date, as follows:

Offense	Felony	Misdemeanor
Crimes against children	Declined regardless of time	
Sex-related crimes		
Homicide		
Kidnapping		
Drug Sale, manufacture, distribution		
Other crimes against persons, property or animals	10 years	3 years
Financial crimes (bad check, identity theft, fraud)	10 years	3 years
Other drug, prostitution or weapon-related crimes	10 years	3 years
Deferred adjudication or adjudication withheld	5 years after completion of probation/parole or closure	
Pending cases and/or arrest warrants		
Incarceration (due to conviction) release date	5 years	3 years

**8. Multiple Applicants**

Each person over the age of eighteen (18) is required to submit a separate Lease Application and Application Fee. When there is more than one applicant and/or guarantor(s) in the “applicant group” for a home, each applicant’s credit history will be averaged to determine eligibility. An applicant who is denied due to criminal history, rental history, and/or civil court record will cause the entire applicant group to be denied. For the purposes of scoring, if more than 2 applicants apply, the two highest applicants will be factored.

Conditional Approval Deposit Amounts:

- 11 – 1.25x Original Deposit
- 10 – 1.50x Original Deposit
- 9 – 2x Original Deposit
- 8 – 2.5x Original Deposit

\*Calculated deposit amount is rounded up to the nearest tenth and does not include applicable pet deposit/fees