

# APPLICANT SCREENING CRITERIA

Hayden Group, LLC Property Management does not discriminate based on race, color, religion, national origin, familial status, disability, or legal source of income. In addition, we do business in accordance with the Federal Fair Housing Law.

We strive to maintain the quality of the homes we manage. We have a very thorough applicant screening process. Applications must be complete in full by all residents 18 and over. Application screening fee is \$40 per applicant and must be paid by certified funds (money order or cashiers check) NO CASH. We will need a copy of the most recent pay stub & photo ID for each applicant 18 and over. Once the application is processed, the application screening fee is non-refundable. Multiple applications for the same property will be processed in the order that they are received. The first application will be processed and if approved, any other applications and screening fees will be returned. Once approval has taken place a \$200 holding fee must be paid by certified funds within 24hrs, which will then be applied to a non-refundable cleaning fee. The \$200 is forfeited if occupancy is not taken after approval.

## **General Requirements**

- A complete and accurate application with phone numbers (incomplete applications will be returned)
- Each applicant 18 and over will be required to qualify individually. Individuals whose credit is not combined must submit separate applications and screening fees.
- Applicant must be able to enter a legal and binding contract; a 12-month lease required, unless otherwise noted. Incomplete, inaccurate or falsified information will be grounds for denial.
- Any applicant convicted of a misdemeanor or felony will be denied.
- Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacture or distribution of a controlled substance will be denied.
- Any individual who may constitute a direct threat to the health and safety of an individual, the complex, neighborhood or the property of others will be denied.
- The denial of one applicant will result in the denial of the entire application.

## **Rental History Requirements**

- Two years of verifiable rental or mortgage history from a current third party is required. Home ownership is verified through the county tax assessor. Mortgage payments must be current. Home ownership negotiated through a land sales contract is verified through the contract holder.
- Rental history reflecting past due rent or an outstanding balance will be denied.
- If a landlord gives a negative reference or refuses to give a reference, the application will be denied.

## **Income Requirements**

- Monthly household income should equal 2 ½ times the stated monthly rent.
- Verifiable income or liquid assets equal 2 ½ times the total annual rent will be required for unemployed applicants (verifiable income may mean, but is not limited to: bank accounts, spousal support/child support, trust accounts, social security, unemployment, welfare, grants/loans). Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns. Self-employed applicants will be verified through the state. A recorded business name or corporate filing will be sufficient to meet verification of employment.

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- If applicant does not meet income standards, application will be denied.

# REQUISITOS PARA RESIDENCIA

Hayden Group, LLC Property Management no discrimina en base de raza, color, religion, origin nacional, estado familiar, discapacidad, o tipo de ingresos legal. Inclusive, hacemos negocio en acuerdo con la Ley de Federal Fair Housing.

Nosotros tratamos de mantener la calidad de las propiedades que manejamos. Aplicaciones necesitan estar completas cuando se entregan. Al tiempo que su aplicacion es procesada no se le devuelve el cargo para la aplicacion. Aplicaciones no calificando con los requisitos siguientes seran.

## **Solicitud**

Se requiere firmar un contrato de 12 meses. Al entregar la aplicacion se requiere una foto de identificacion para cada aplicante. Cada aplicante de 18 años a mayor necesita clifair individualmente. La solicitud debe completarse y firmarse.

## **Historia de Residencia**

- El aplicante(s) deben de proveer verificable historia residencial por dos años anteriores con pagos hechos a tiempo y que hayan tenido cuidado apropiado del local.
- Si algun casero nos da una referencia negativa, la aplicacion sera negada
- Historia residencial que refleje renta debida o un balance demasiado grande en su cuenta sera negada.

## **Estabilidad de Empleo**

- El aplicante(s) deben tener un minimo de 6 meses o dos años consecutivos de trabajo anterior

## **Chequeo de credito**

- Un chequeo de credito se hara por medio de Equifax Credit Information Services

## **Antecedentes penales**

- Se revisara antecedentes penales en cada aplicante.