



REAL ESTATE SERVICES

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### **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 \$50 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 deposit must be paid by certified funds within 24hrs, which will then be applied to your security deposit. The \$200 is forfeited if occupancy is not taken after approval. Renter's insurance is required.

#### **General Requirements**

- ▶ A complete & accurate application with phone numbers (Incomplete applications will be returned)
- ▶ Each applicant 18 and over will be required to qualify individually.
- ▶ 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.
- ▶ All tenants are required to carry a minimum level of liability insurance of \$100,000. Hayden Group must be listed as an interested party on the policy.

#### **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 to 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 though the state. A recorded business name or corporate filing will be sufficient to meet verification of employment.
- ▶ If applicant does not meet income standards, application will be denied.



## CRITERIOS DE DETECCIÓN DE SOLICITANTES

Hayden Group, LLC Property Management no discrimina en base de raza, color, religion, nacionalidad, estado familiar, discapacidad, o tipo de ingresos legales. Además, manejamos nuestro negocio de acuerdo con la Ley Federal de Fair Housing.

Nosotros tratamos de mantener la calidad de las propiedades que manejamos. Aplicaciones necesitan estar completas cuando se entregan, cada persona mayor de 18 debe llenar una aplicación. El costo para procesar la aplicación es de \$50.00 por aplicante y debe de ser pagado en cheque de cajero o Money Orders NO EN EFECTIVO. Necesita mostrar su último talón de cheque y su identificación por cada aplicante mayor de 18. Al tiempo que su aplicación es procesada no se le devuelve el cargo por la aplicación. Aplicaciones múltiples por la misma residencia serán procesadas en el orden en que sean recibidas. La primera aplicación es procesada y si es aprobada, las otras aplicaciones igual que su costo serán regresados. Cuando la aplicación es aprobada se debe de entregar \$200.00 para detener la residencia a la que se aplica, los cuales deben de pagarse en 24 horas, estos serán aplicados a su depósito. Los \$200.00 no son reembolsables si el aplicante o aplicantes deciden no tomar la residencia después de que la aplicación haya sido aprobada. Se requiere aseguranza de inquilino.

Solicitud:

Se requiere firmar un contrato de 12 meses. Al entregar la aplicación, también se requiere una foto de identificación para cada aplicante. Cada aplicante de 18 años o mayor necesita calificar individualmente. La solicitud estar completa y firmada. Es requerido que todos los inquilinos tengan póliza de seguros contra daños por un mínimo de \$100,000, nombrado Hayden Group como beneficiario. Necesitan presentar prueba.

Historia de Residencia

- ▶ El aplicante(s) deben de proveer verificable historia residencial por dos años anteriores con pagos hechos a tiempo y también que hayan cuidado apropiadamente la residencia.
- ▶ Si algún propietario o manager nos da una referencia negativa, la aplicación será negada
- ▶ Historia residencial que refleje renta pendiente sin pagar o un balance demasiado grande en su cuenta será negada.

Estabilidad de Empleo

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

Verificación de crédito

- ▶ Se verificará su crédito por medio de Equifax Credit Information Services

Antecedentes penales

- ▶ Se revisarán antecedentes penales en cada aplicante.