



TENANT SELECTION PLAN

LANDLORD INFORMATION	
NAME	PROPERTY
PHONE	EMAIL

TENANT SCREENING PLAN	
SCREENING CRITERIA	REQUIREMENT
MINIMUM INCOME	3 X MONTHLY RENT
MINIMUM CREDIT SCORE	650
RENTAL HISTORY	NO EVICTIONS IN 5 YEARS
CRIMINAL HISTORY	NO VIOLENT OR DRUG FELONY CONVICTIONS IN 7 YEARS
LANDLORD REFERENCES	2 POSITIVE REFERENCES
APPLICATION PROCESS	REQUIREMENT
APPLICATION FORM	COMPLETE STANDARD FORM
APPLICANT AGE	18 YEARS OF AGE OR OLDER
VERIFICATION DOCUMENTS	GOVERNMENT-ISSUED ID & PROOF OF INCOME
APPLICATION FEE	\$40 TO COVER CREDIT AND BACKGROUND CHECK
APPLICATION PROCESSING	FIRST COME, FIRST SERVE WITH ALL DOCUMENTS
DECISION MAKING	REQUIREMENT
APPROVED APPLICANTS	RECEIVE A LEASE AGREEMENT IN 48 HOURS
DENIED APPLICANTS	RECEIVE WRITTEN EXPLANATION IN 1 BUSINESS DAY
REVIEW REQUESTS	AVAILABLE FOR CLAIMS OF UNFAIR DENIAL
APPLICATION DOCUMENTS	REQUIREMENT
RECORD KEEPING	APPLICATIONS, SCREENINGS, COMMUNICATIONS (5 YRS)