

Applicant Name: _____ Unit #: _____

**RESIDENT ACCEPTANCE POLICY
AD-WEST REALTY SERVICES**

SCORING: Each applicant's screening report shall be reviewed for three types of adverse information; **NEGATIVES, TERMINALS and REQUIREMENTS**. If **THREE** or more **NEGATIVE** items are found in a report, with no extenuating circumstances (example: temporary loss of job, medical reasons, family emergencies, etc.), applicant will be denied. **ALL NEGATIVES, TERMINALS, AND REQUIREMENTS APPLY TO APPLICANT(S) AND THEIR HOUSEHOLD MEMBERS. WE DO NOT ACCEPT PORTABLE/REUSABLE REPORTS.**

NEGATIVES: The following items shall be considered negative items:

Credit:

- _____ Any two trade lines that have been rated R2 (30-59 days late) in the last seven years.
- _____ Any trade lines rated R5 (120+ days late) in the last seven years.
- _____ Any two collections in the last seven years.
- _____ Any charge offs, discharged Chapter 13 Bankruptcy, vehicle repossession, lien or any unpaid civil judgment in the last seven years.

Investigative:

- _____ Any rental reference that includes more than 2 or more late rent payments.
- _____ Any instance of unauthorized pets or persons occupying a unit rented to the applicant.
- _____ Any instance of being an unauthorized tenant.
- _____ Any instance of improper or lack of Intent to Vacate notice and/or a lease broken by the applicant.
- _____ Any instance of damage deposit not refunded due to damage to rental unit (beyond normal cleaning/wear & tear).
- _____ Any employment situation temporary in nature.
- _____ Any eviction action/legal notice served (3 day, 10 day, termination of tenancy)

TERMINALS: The following items shall be considered terminal and sufficient to decline application:

Credit:

- _____ Any OPEN bankruptcy.
- _____ Any unpaid apartment or landlord collection.
- _____ Any Eviction Judgment.
- _____ Any false or misleading information provided by the applicant on rental application or omission of a material fact.
- _____ A total of \$400 or more in unpaid collections in the last 7 years (excluding medical).

Investigative:

- _____ Any unpaid apartment collection / Negative rental OR incomplete reference.
- _____ Any "Eviction Action" filed with the courts in the last 7 years.
- _____ Any current Eviction Action/Legal Notice served (3 Day, 10 Day, Termination of Tenancy).
- _____ Any income level or combined income level in the case of co-applicants, which does not meet the income requirements.
- _____ Smoking in or on a "Non-Smoking" unit or property.
- _____ Two (2) or more charges for Domestic Violence (defendant in criminal cases) or charges, Domestic Violence related, AND/OR two (2) or more petitions filed for Orders of Protection (respondent in civil cases).
- _____ Any conviction for the selling or possession of drugs with intent to sell, or any conviction for contributing to the delinquency of a minor.
- _____ Any conviction for possession of a controlled substance or drug paraphernalia.

- _____ Any registered or unregistered sex offender.
- _____ Any history of disruptive, malicious, violent behavior that may interfere with the peace and quietude of the apartment community.
- _____ Any false or misleading information provided by the applicant on the written application or omission of material fact.
- _____ Any criminal conviction which involves theft, burglary, robbery, serious offense, or a crime of violence with a firearm.
- _____ Reasonable likelihood that the applicant or those acting under his or her control will interfere with the health, safety, security, or the right of peaceful enjoyment of the residential community.
- _____ Applicant is unwilling to cooperate with the application process (as determined by the manager or screening company) and/or cannot demonstrate a willingness or ability to abide by the lease and the rules of the property and program.
- _____ **REQUIREMENTS: 12 months of verifiable, objective, concurrent, positive RENTAL HISTORY. Failure to provide rental history will result in a terminal.**

RECOMMENDATION: