

# Lease Application Criteria



**Scope of Lease Application Criteria:** Each person age 18 or older who will live in the apartment home must submit an application and satisfy the criteria set forth herein, subject to applicable laws.

**Identification:** All applicants must present a current photo ID issued by a state or government authority (i.e. State Issued Driver's License, State Issued Photo Identification Card, current Passport, current United States Military ID card, or VISA issued by US Immigration and Naturalization Services). A black and white copy of all applicants' photo IDs will be made and retained at the time of move in.

**Application and Fees:** An Application must be completed and returned before any additional steps will be taken. Application fees will be collected for each application before such application can be processed.

**Qualifying Standards:** Applicants will be subject to standard background screening processes, including but not limited to credit history, criminal history, and rental history. Applicants must collectively have verifiable gross income in an amount not less than 3 times the monthly payment obligation. Applicants will be subject to verifying financial ability to pay and digital identification within the screening process.

**Credit History:** Aldon Management may investigate and verify credit history but retains the right to reject an application in its sole discretion. An unsatisfactory credit report can disqualify an Applicant from renting an apartment, including one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments, or bankruptcies. As a means of evaluating all applicants in a fair and consistent manner, Aldon Management utilizes the services of a third-party rental scoring system that weighs the indicators of future rent payment performance. The rental score is based on statistical analysis of prior renters' indicators and subsequent payment performance. The score considers factors such as previous rental history, credit report, employment and income.

**Criminal History:** Aldon Management will perform a Criminal History Screening for all applicants using a third-party service provider, consistent with Aldon Management's Criminal History Screening Policy. Aldon Management will not deny housing solely on the basis of prior arrests not resulting in conviction. Further, a felony conviction will not automatically disqualify you from living here. Felony convictions will be evaluated on an case-by-case basis taking into account the nature, severity, timing, and other mitigating circumstances you choose to provide regarding any such conviction(s). If you have been convicted of a felony, we invite you to provide information concerning the facts and circumstances of your conviction(s); the date(s) thereof, your age(s) at the time of the conduct giving rise to the conviction(s); evidence that you have maintained a strong tenant history and/or undertaken successful rehabilitation efforts since the conviction(s); details concerning the sentence(s)/penalty(ies) imposed; and any other relevant mitigating factors that you would like to tell us regarding the conviction(s). We will make all decisions regarding criminal background in our sole discretion, consistent with our established policy and in accordance with all applicable fair housing laws. We welcome any questions you might have.

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**Guarantors:** The application screening process will determine whether an Applicant will be approved, approved with conditions, or not approved. If an applicant is conditionally approved due to not meeting the income qualifying standards may obtain a guarantor. If a guarantor is needed, they must meet the entire qualifying criteria as presented above. All guarantors must have a verifiable source of income in an amount not less than 5 times the gross monthly payment obligation for the dwelling.

**Occupancy:** The following occupancy standards apply based on two persons per bedroom, plus one per apartment:

Studio – 2 Persons (if between 250-350 square feet) or 3 Persons (if above 350 square feet)

One Bedroom or One Bedroom with Den - 3 Persons

Two Bedroom or Two Bedroom with Den - 5 Persons

Three Bedroom - 7 Persons

All occupants must be identified on the application and be named as authorized occupants on the lease agreement.

**Insurance:** Approved Applicants are required to obtain and maintain, at their sole expense, the types and minimum limits of insurance as separately specified in the Apartment Lease Contract and must provide proof of compliance on or before the beginning of the Lease Term, and from time to time thereafter upon request.

**Fair Housing Statement:** Aldon Management is an equal housing opportunity provider committed to compliance with all federal, state, and local laws. Aldon Management will not discriminate against any person because of race, color, religion, national origin, sex, familial status, disability, or any other specific classes protected by applicable laws.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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