

TENANT SCREENING CRITERIA AND RENTAL POLICIES

Management requires each adult intending to occupy the apartment complete and sign a separate application. Each blank shall be fully and completely filled out. The following checklist represents the criteria in which Management/Owner uses to determine each applicant's suitability to rent. Any denial is based upon the information provided or not being provided by each applicant. All properties are rented subject to availability.

1. The Application

- a) I have reviewed the checklist in its entirety, and submitted all items that have been requested of me in order for Charter Properties to be able to process my application.
- b) Each adult applicant over the age of 18 must fully complete and sign an Application to Rent (using Charter Properties' application).
- c) Said Application shall be reviewed and determined to be acceptable by Management Staff.

2. Applicant's Ability to Pay Rent

- a) A legal and verifiable source of income for a minimum of two years or longer.
- b) Income must be at least three times the amount of the Monthly Rent.
- c) The Income Requirement can be satisfied from the aggregate of the applicant's earnings:
 - If Salary Employee: Copies of last 30-days paystubs or offer letter. Paystubs to include company name and address and year to date income information.
 - If Self-Employed: Complete copies of previous two years 1040's (Federal Tax Returns) with all pages, applicable schedules, etc. Also, submit copies of your 3 most current bank statements to support self-employed monthly income.
- d) Income may be supplemented by providing a Guarantor's complete, signed application, along with the same items being requested on this checklist, along with a check for \$19.50 for each additional credit report.

3. Applicant's Financial and Credit History

- a) A separate check for \$19.50 Credit Report Fee made payable to Charter Properties for each application being submitted.
- b) Applicant should have excellent credit.
- c) Applicant to show financial stability by providing copies of last 3-months bank statements with all pages, only if self-employed.

4. References

- a) Each applicant to provide prior rental &/or mortgage references (to include complete company and manager's names, addresses, phone numbers, email addresses, etc.)
- b) Each applicant to provide personal references (to include names, addresses, phone numbers, etc.)

5. Identification

- a) Provide a clear copy of current valid Driver's License, Picture ID or passport.

6) Deposits and Rents

- a) The full amount of the security deposit—*in a separate check made payable to Charter Properties*—is due at the time of submitting the application.
- b) The first months' rent is due after approval at the time of signing the Lease Agreement.
- c) The first month's rent will be prorated if not beginning on the first of the month.

7) Items not allowed

- a) No Waterbeds, Furniture, or Statues involving Water are allowed in the property whatsoever.
- b) No Pets of any kind are permitted.

- 8) Please explain any additional information below that you feel we should know in regards to your rental application (feel free to use the back page):

- 9) Please sign, print and date below. By signing this application package, you are stating that you have provided all applicable items being requested and are submitting a COMPLETE rental application package to be considered for approval for tenancy:

Applicant Signature: _____

Print Name: _____

Date: _____