

# TANDEM PROPERTY MANAGEMENT, INC.

## TENANT SCREENING AND SELECTION PROCESS

1. **IDENTIFICATION** - Two pieces of identification, including at least one of the following: driver's license, state-issued picture I.D card, or passport.
2. **APPLICANT PROCESS** - Applicant is urged to review the screening criteria to determine if requirements can be met. Each applicant over 18 shall submit a *complete* application and pay the appropriate applicant screening fee(s). Acceptance or denial of the application may take up to 7 days. Upon acceptance, applicant(s) may be required to complete the rental agreement and pay applicable fees and/or deposits within 7 days.
3. **RENT TO INCOME RATIO** - Combined gross income of all applicants for each apartment shall be at least three (3) times the rental amount.
4. **SOURCE OF INCOME** - All sources of employment and nonemployment income shall be legally obtained and verifiable. Verification of income shall be made by direct contact with the employer. Proof of earnings from self employment shall be documented through income tax returns.
5. **DEBT TO INCOME RATIO** - The ratio of applicants' combined monthly debt and rental payment to gross income shall be no more than 40%.
6. **HOUSING REFERENCES** - The applicant(s) shall provide information necessary to verify current and previous rental history. Rental verifications obtained should contain no history of F.E.D.'s, late payments, NSF checks, or complaints and/or damages. If information cannot be verified, or if information is obtained from relatives, the landlord may require compliance with the variance policy (see item 11). If the applicant's previous housing has included home ownership, mortgage payment history shall be considered.
7. **CREDIT WORTHINESS** - A credit report will be run on applicants over 18. Applicant(s) history should be free of judgments, collections, charge-offs, bankruptcies and repossessions, should contain no more than eight (8) inquiries in a year, and should show no past-due balances or accounts over their credit limit.
8. **LIMITATIONS** - Occupancy must not exceed *two (2) persons per bedroom*. A bedroom is defined as a room whose primary purpose is for sleep, and which has a window, door, closet, and is near a smoke detector. Where applicable, an efficiency apartment shall house no more than one (1) person, and a studio no more than two (2) persons.
9. **DEMEANOR AND BEHAVIOR** - The behavior and demeanor of applicants during the application process will be taken into consideration.
10. **INCOMPLETE, INACCURATE, OR FALSIFIED INFORMATION** - Any information that is incomplete, illegible, inaccurate or falsified may be grounds to require compliance with the variance policy, or may lead to subsequent termination of the rental agreement upon discovery of falsified information.
11. **VARIANCE POLICY** - Failure to meet the screening criteria as stated above may result in the landlord's right to:
  1. *Deny the application;*
  2. *Require an additional security deposit of up to one month's rent and/or*
  3. *Require a cosigner, who will also be required to meet the screening criteria.*
12. **WAITING LIST POLICY AND PROCEDURE** - Waiting lists are arranged by unit type and are maintained chronologically by the date received. It is the responsibility of the party(s) on the waiting list to contact the apartment office to determine if a suitable apartment shall be available.
13. **ARRESTS AND CONVICTIONS** - Arrests and/or convictions may be evaluated. The landlord may conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest, to any crime. Any individual whose occupancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.

Applicant(s) Initials \_\_\_\_\_ Date \_\_\_\_\_

# RENTAL APPLICATION

TO BE COMPLETED BY EACH ADULT APPLICANT

ALL UNITS SUBJECT  
TO AVAILABILITY



PROPERTY NAME / NUMBER		UNIT NUMBER / ADDRESS			
DATE	TIME	DATE UNIT WANTED	UNIT RENT	SCREENING CHARGE \$	
OWNER / AGENT			STREET ADDRESS		PHONE
NAME (APPLICANT)			EMAIL		
DATE OF BIRTH		SOC. SECURITY #		DRIVER'S LICENSE # / STATE	
PRESENT STREET ADDRESS		CITY	STATE	ZIP	
FROM	TO				PHONE ( )
CURRENT LANDLORD NAME					PHONE ( )
CURRENT LANDLORD STREET ADDRESS (OR APARTMENT NAME)		CITY	STATE	ZIP	
FORMER STREET ADDRESS		CITY	STATE	ZIP	
FROM	TO	FORMER LANDLORD			PHONE ( )
FORMER LANDLORD STREET ADDRESS (OR APARTMENT NAME)		CITY	STATE	ZIP	
OTHER STATES AND COUNTIES YOU HAVE LIVED IN THE PAST 5 YEARS					
PRESENT EMPLOYER					
STREET ADDRESS		CITY	STATE	ZIP	
PHONE ( )		POSITION		HOW LONG? (DATE HIRED)	
GROSS PAY \$	OTHER INCOME \$	SOURCE			
PREVIOUS EMPLOYER					
STREET ADDRESS		CITY	STATE	ZIP	
PHONE ( )		POSITION		HOW LONG?	
BANK (Checking)		BRANCH	PHONE	ACCOUNT NUMBER	
BANK (Savings)		BRANCH	PHONE	ACCOUNT NUMBER	
HAVE YOU ESTABLISHED RETAIL CREDIT? <input type="checkbox"/> YES <input type="checkbox"/> NO					
LIST ALL OTHER OUTSTANDING DEBTS: (Attach additional sheet if necessary)				BALANCE \$	MONTHLY PAYMENT \$
RELATIVE / PARENT		ADDRESS			PHONE ( )
PERSONAL REFERENCE		ADDRESS			PHONE ( )
HAVE YOU EVER BEEN EVICTED? <input type="checkbox"/> YES <input type="checkbox"/> NO DATE / /					
HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT EVER BEEN CONVICTED OF, PLED GUILTY OR NO CONTEST TO ANY FELONY OR MISDEMEANOR? <input type="checkbox"/> YES <input type="checkbox"/> NO WHO WHERE WHEN					
<b>OTHER OCCUPANTS:</b>		DATE OF BIRTH	AUTOMOBILES	LICENSE NO.	PETS - Subject to approval by management
NAME					Number & Type _____
			OTHER VEHICLES		DO YOU INTEND TO USE:
					<input type="checkbox"/> Waterbed <input type="checkbox"/> Aquarium
					<input type="checkbox"/> Musical Instrument _____
DO YOU HAVE RENTER'S INSURANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Why are you vacating your present place of residence? _____					
Have you given legal notice where you now live? <input type="checkbox"/> Yes <input type="checkbox"/> No How did you hear about our property? _____					
I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I/We understand that giving incomplete or false information is grounds for rejection of this application. If any information supplied on this application is later found to be false, this is grounds for termination of tenancy.					
Owner/Agent has charged a screening charge as set forth above. Owner/Agent may obtain a consumer credit report and/or an Investigative Consumer Report which may include the checking of the applicant's credit, income, employment, rental history, criminal court records and may include information as to his/her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606 (b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provided to the Owner/Agent by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation. The name and address of the screening company or credit reporting agency is:					
If the application is approved, applicants will have _____ hours from the time of notification to either execute a rental agreement and make all deposits required thereunder or make a deposit to hold the unit and execute a deposit receipt which will provide for the forfeiture of the deposit if applicants fail to occupy the unit. If applicants fail to timely take the steps required above, they will be deemed to have refused the unit and the next application for the unit will be processed.					
Good Faith Estimate:					
Approximate number of units currently available, or will in the foreseeable future be available, of the size and in the area requested by Applicant: _____ units.					
Approximate number of applications previously accepted and currently under consideration for those units: _____ applications.					
If the blanks above are not filled in, then there is at least one unit available and there are no applications ahead of yours currently under consideration.					
<b>I have received and read the Owner/Agent's rental criteria.</b>					
APPLICANT X _____		DATE _____		PICTURE I.D. VERIFIED _____	
OWNER/AGENT X _____		DATE _____			

APPLICANT

REFERENCES

OTHER

APPROVAL