

## RESIDENT SCREENING POLICY: CONVENTIONAL PORTFOLIO

Thank you for choosing Wilson Property Management to help you with your move. Listed below are the qualifying criteria which must be met when approving an application for residency. Please remember that with any falsification in the application paperwork, the owner has reserved the right to hold all deposits and fees paid upon applying to use as liquidated damages. All persons 18 years old or older, not residing with adult dependents and not legally married, will need to fill out a separate application to reside on the property in which you are applying. Please understand that the following is our current qualifying standards. These requirements should not serve as a guarantee by our company that all other residents and occupants whom currently reside at our properties have met these same requirements. This can be due to residents that occupy the property prior to these standards being in effect or prior to our management. Our verification of these requirements is based on the information in which is received from credit reporting agencies and public records.

**Identification Requirement:** A copy of a photo ID must be submitted prior to applications being processed. This can consist of an active Driver's License, College ID, Military ID, or Passport. A copy will be made at time of application submission and kept in your permanent file. For non-U.S. citizens we accept the following INS forms: Form I-551: Permanent Resident card, Form I-688: Temporary Resident Card, or I-688A: Employment Authorization Card, or I-20: Student Visa. The INS form I-94 Arrival/Departure record must accompany a passport or visa from the applicant's home country. Any falsifications may result in rejection of an application or termination of a lease.

**Income Requirement:** Total monthly household gross income (before taxes) must be at least three times the amount of the monthly market rental rate. Students must provide a notarized parental guarantee as their source of income. Acceptable ways to verify Employment:

- ♦Two of the most recent and consecutive pay stubs for the last 4 weeks from the application date.
- ♦Copy of Federal Income Tax Returns from the past 2 years.
- ♦Letter of Hire: Must be on company letter head, state name and contact of Supervisor, state the rate of pay, and terms of employment.

**Self Employed/Retired/Unemployed:** Must provide previous year's income tax return and the previous two month's bank statements, or twelve months of financial statements that exhibit no negative references.

**Other Forms of income:** If applicant receives any forms of income other than from a current employer, proof of this income must be submitted if needed to qualify. You must provide official documentation that includes, the amount of payment and frequency of payments from the administration that allocates the payment. Child support verification can be proved with court ordered documentation or through notarized statement which indicates the amount and frequency of payment.

**Occupancy Guideline:** No more than 2 persons per bedroom are permitted in a leased residence. Per City Ordinance, no more than 4 unrelated persons will be able to occupy a dwelling. In the event a family occupies a property in which 2 persons reside per bedroom, an infant is permitted in addition as long as the infant is less than 18 months old at time of move-in. Upon lease expiration, if the infant is beyond 18 months, the residents must move to a larger property or vacate the property whereas normal notice guidelines are required.

**Rental History:** Applicants must possess a minimum of 6 months of verifiable mortgage or rental history within the last 24 months. In the event a previous landlord is not able to be reached, applicant must provide proof of 6 months of payments and an extra month's deposit. Any negative rental history is grounds for the denial of an application. Negative rental history includes, but is not limited to, the following:

- ♦An average of more than 2 late rental payments in a 12 month period.
- ♦An average of more than 2 NSF payments in a 12 month period
- ♦A previous eviction or breach of lease.
- ♦A judgment or collection to a previous landlord within the past 5 years. If over 5 years, must present receipt of payment in full and possess 24 months of positive verifiable rental history.

**Credit History:** A credit report will be acquired for all applicants to verify credit history and ratings. An unfavorable credit history can be grounds for automatic denial of an application. Negative credit history includes, but is not limited to, any of the following:

- ♦A Bankruptcy that has not been discharged for 1 year with at least one positive reestablished line of credit.
- ♦Any unpaid judgments, charge-offs, and collections, that exceed \$1000 combined debt.
- ♦A previous eviction or breach of lease.
- ♦A lawsuit pending or not remedied.
- ♦Unpaid student loans; excludes deferred payment loans.
- ♦Delinquent court ordered child support payments. Lawsuit pending or not remedied
- ♦Repossessions



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**RESIDENT SCREENING POLICY: CONVENTIONAL PORTFOLIO CONTINUED**

**Criminal History:** A criminal background report will be acquired for all applicants. A negative criminal history is grounds for automatic denial of an application. A negative criminal history includes, but is not limited to, any of the following:

- ♦Felony Convictions
- ♦Any Illegal Drug-related charges or convictions.
- ♦Any Sex-Related Charges or Convictions.
- ♦Any Terrorist-Related Charges or Convictions.
- ♦Any Cruelty to Animals Charges or Convictions.
- ♦Any Crimes against Persons or Property.
- ♦Any Charges resulting in "Adjudication Withheld" and/or "Deferred Adjudication."
- ♦Active Status on Probation or Parole resulting from any of the above.
- ♦Traffic Violations excluded
- ♦Misdemeanor convictions involving crimes against Persons or Property.

**Pet Policy:** If the property in which Applicant is applying for is pet friendly, a maximum of two pets will be permitted. Weight limits and animal type restrictions vary by property. Pets must be up to date on vaccinations and registered per the City requirements. A photo of the pet may be required prior to signing a lease and releasing keys. A non-refundable pet fee and prior approval from management is required. Additional deposits and/or monthly pet rent may be required. The following breeds and/or any hybrid or mixed breed of any of the following, is at risk of being not permitted at our properties:

- |                                 |                             |                       |
|---------------------------------|-----------------------------|-----------------------|
| ♦American Staffordshire terrier | ♦Pit Bull                   | ♦Cane Corso           |
| ♦Doberman Pinscher              | ♦American Bull Terrier      | ♦Chow Chow            |
| ♦Akita                          | ♦Staffordshire Bull Terrier | ♦English Bull Terrier |
| ♦German Shepherd                | ♦Korean Jindo               | ♦Rottweiler           |

Poisonous animals such as spiders, insects, reptiles, and/or poisonous fish are not allowed.

**Insurance Policy:** Our company and community policies do not cover damage by fire, water, or any other cause to a resident's property located in the apartment or anywhere on the property. It is mandatory that EACH RESIDENT, obtains a Liability Insurance Policy with a \$50,000 minimum. The policy must be effective the day the keys are released to the resident. It is each resident's responsibility to carry a policy that will cover personal property if desired in addition to this policy.

**Move-in Monies:** Rent will be prorated based on the number of days remaining in the month that you move-in and due the day of receiving keys. If move-in date is the 25th of the month or after, the prorated rent will be submitted with the following month's rent.

**I HAVE READ AND UNDERSTAND THE RESIDENT SCREENING POLICIES. BY SIGNING I AM AUTHORIZING INQUIRIES TO BE MADE BY ALL AVAILABLE MEANS TO VERIFY THE SCREENING POLICIES LISTED ABOVE. THIS INCLUDES, BUT IS NOT LIMITED TO, CONSUMER REPORTING AGENCIES, PUBLIC RECORDS, CRIMINAL BACKGROUND CHECK, CURRENT AND PREVIOUS RENTAL REFERENCES, AND EMPLOYERS.**

**FALSIFICATION OF INFORMATION WILL RESULT IN DENIAL OF APPLICATION OR TERMINATION OF THE RENTAL AGREEMENT.**

1.	Applicant Signature _____ Email Address _____	Cell Phone _____ Date _____
2.	Spouse Signature _____ Email Address _____	Cell Phone _____ Date _____