

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 valid government issued photo ID must be submitted prior to applications being processed. Please note if you are not an American citizen, you will be required to show current Visa.

Income Requirement: Total monthly household gross income (before taxes) must be at least three times the amount of the monthly market rental rate. Listed below are accepted forms of proof of income.

Professional: Two of the most recent and consecutive pay stubs for the last 4 weeks prior to the application date or Letter of Hire: Must be on company letter head, state name and contact of Supervisor, state the rate of pay, and terms of employment.

Students: If qualifying with financial aid or scholarship, current documentation is required specifying an amount of at least 3 times the total monthly rent. Students may also provide a notarized WPM parental guarantee form as their source of income. **Parental Guarantee:** Only full-time students may apply with a parental guarantee. Parental guarantee form must be completed and notarized. This form must be accompanied by a copy of the guarantor's valid government issued ID and 2 of the most recent and consecutive paystubs for the last 4 weeks prior to the application date. Income requirement for guarantor is 5 times the rent before tax monthly.

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 up to date 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 current court ordered documentation.

Rental/Mortgage History: Denial is based on more than 2 late rental or mortgage payments in the last 12- month period, a previous eviction or breach of lease and/or a judgement or collection to a previous landlord within the past 5 years. In the event there is no verifiable rental history, an additional deposit may be required.

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 judgements, charge-offs, collections, and past due balances that exceed \$1000 debt per applicant.
- ♦A lawsuit pending or not remedied.
- ♦Unpaid student loans; excludes deferred payment loans.
- ♦Repossessions or Foreclosures

Criminal History: A criminal background report will be acquired for all applicants. **Some states may require a higher fee for this search.** The fee will be passed on to the applicant if required. Any negative criminal history could be grounds for denial of an application.



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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		Cell Phone	_()
	Email Address		Date	
2.	Spouse Signature		Cell Phone	_()
	Email Address		Date	

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