



## *Hall Equities Group*

# **Lease Approval and Application Policy**

### **Occupancy Policy**

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet for clothing).

### **General Statements**

1. Positive identification with a picture will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, eviction shall result.
5. Any individual, whose tenancy may constitute a direct threat to the health and safety of any individual, the complex, or the property of others, will be denied tenancy.

### **Income Criteria**

1. Monthly income should be equal to three times stated rent, and must be from a verifiable, legal source.
2. Pay stubs for the most recent two (2) months is required.
3. Guarantors/Co-Signor income must be equal to four times the stated rent, and must be from a verifiable, legal source.

### **Employment Criteria**

1. Twelve months of verifiable employment will be required if used as source of income.
2. Self-employment applicants will be verified through state corporation commission and may be required to submit the last year's tax returns.

### **Rental Criteria**

1. Two and one-half years of verifiable contractual rental history from a current third-party landlord or home ownership is required.
2. Seven years eviction free history is required.

3. Three or more 72-hour notices within one year will result in denial of the application.
4. Three or more NSF's within one year will result in denial of the application.
5. Rental history reflecting past due and unpaid rent will be denied.

**Credit Criteria**

1. No negative or adverse debt showing on consumer credit report.
2. No bankruptcy, foreclosure, or repossession within the last two (2) years.
3. No unpaid collection accounts within the last 18 months.
4. No unpaid utilities.
5. No outstanding debt at another apartment community.
6. Lack of or no credit will result in additional security deposit.

**Criminal Conviction Criteria**

Upon receipt of the rental applications and screening fee, landlord will 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.

- a) A conviction, guilty plea or no-contest plea for any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with the intent to sell), class A/Felony burglary or class A/ Felony robbery; or
- b) A conviction, guilty plea or no-contest plea, where the disposition, release or parole have occurred within the last seven years for: any other felony charges; or
- c) A conviction, guilty plea or no-contest plea, where the date of disposition release or parole have occurred within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related, (sale, manufacture, delivery or possession with intent to sell) property damage or weapons charges; or
- d) A conviction, guilty plea or no-contest plea, where the date of disposition release or parole have

occurred within the last three years for: any B or C misdemeanor in the above categories or those involving criminal trespass, dishonesty, or prostitution 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.

