

RESIDENT SCREENING AND SELECTION CRITERIA

OCCUPANCY POLICY

Manco Abbott, Inc. is an Equal Opportunity Housing Provider. We fully comply with the State and Federal Fair Housing Acts and limit occupancy based on the number of bedrooms.

A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet space for clothing. Two persons are allowed per bedroom plus one additional person per apartment. A maximum of two people are allowed in a studio or zero bedroom apartment.

APPLICATION PROCESS

Steps to becoming a resident:

1. Select your rental home.
2. All applicants 18 years of age or older shall submit individual applications using the designated form(s).
 - a. *If you wish to add a roommate(s) at a later time we will require that all current residents in conjunction with the proposed roommate re-apply. Application fees will only be required for the proposed roommate(s).*
3. Pay your non-refundable application fee of \$25.00 per adult;
4. All prospective residents will supply the names and phone numbers of previous and present Landlords for verification of payment history and tenancy. (Renting from a family member is not considered verifiable rental history)
5. All applicants must receive a combined income of two (2) times the monthly rent. Documentation is required and must be verifiable from its source.
Examples include...
 - a. *Copies of your most recent pay stubs, Social Service Assistance documents, SSI papers, etc. for the last 30 days.*
 - b. *Tax returns. (if you are self-employed)*
6. Provide "Government-issued" photo identification. Examples include Valid Photo ID, Drivers License, Passport, Foreign Driver's License or other foreign identification to determine or verify identity of prospective resident(s) or occupant(s).
7. Provide Social Security Card or Individual Taxpayer Identification Number (ITIN) or a Visa, coupled with other identifying information.
8. Applicants will be required to sign an "Offer to Rent" prior to processing all applications. Application processing time can be the same day in most cases.
9. If your application is approved and you decide not to rent, Owner/Agent may deduct from the holding deposit "Lost Rental Damages" as explained in the "Offer to Rent".
10. If the application is approved you will be required to sign a Lease/Rental Agreement in which you will agree to abide by all the terms and the Manco Abbott, Inc., community policies. You are encouraged to read the lease agreement and addendums at the time of application.

SCREENING AND SELECTION

1. Credit recommendation will be obtained through a contracted service; this includes Eviction History and National Criminal Background check.

GUARANTOR / ADDITIONAL DEPOSIT POLICY

1. If income does not meet above requirements, an approved guarantor will be required.
2. Recommendation of "**Low Accept**", an approved guarantor or 1.5 times the standard deposit. Specials do not apply.
3. Recommendation of "**Conditional**", an approved guarantor or 2 times the standard deposit. Specials do not apply.
4. Recommendation of "**Refer**", an approved guarantor, 1.5 times the standard deposit or 2 times the standard deposit will be required based on rental history. Specials do not apply.
 - a. **Insufficient Identification** the household must provide a minimum of 3 types of the last 6 months paid utility bills, rent or other regular monthly bills that show a pattern of consistent and timely payment.
5. Guarantor or additional security deposit is required within **48 hours** of notification to continue to hold selected apartment.

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GUARANTOR REQUIREMENTS

1. Guarantor must be 18 years of age and shall submit individual applications using the designated form(s).
2. Pay a non-refundable \$25.00 application fee.
3. Guarantor must pass the same screening process as other applicants, including income requirements.
4. Recommendation must return a full "Accept" in order to qualify as an approved guarantor.
5. Sign a Guarantee of Lease/Rental Agreement.

CAUSES FOR DENIAL OF APPLICATION

1. Failure to meet the above criteria including incomplete, inaccurate or falsified information. (Termination of tenancy will occur if applicant provided falsified information.)
2. Pending charges or felony conviction for violent crimes, sexual misconduct, terrorism, drug related, crimes against a person or property, cruelty to animals, weapons related, theft by check or worthless check and/or bogus check convictions. Misdemeanor or felony conviction for prostitution. Additionally, any convictions as described above resulting in adjudication withheld and/or deferred adjudication or juvenile records not to exceed seven (7) years from date of final disposition. Whether or not on active status, probation or parole.
3. "Refer" Recommendation that includes any of the following...
 - a. *Previous eviction or notice to vacate for violations of community rules.*
 - b. *Rent payments late more than three (3) times in the past twelve (12) months.*
 - c. *More than three (3) notices for violation of community rules in the past twelve (12) months.*
 - d. *Inability to provide proof of a minimum of 3 types of the last 6 months paid utility bills, rent or other regular monthly bills that show a pattern of consistent and timely payment.*
4. Unable to provide the required additional deposit or guarantor after initial approval.
5. "Denied" Recommendation.
6. Poor rental history and/or outstanding balances at any Manco Abbott, Inc. Community.
7. Previous eviction or notice to vacate for violations of community rules.

REJECTION POLICY

1. The Owner/Agent will provide all applicants with an adverse action letter that states the credit reporting agency's contact information.
 - a. *Correct any inaccuracies through the credit reporting agent as per their policy.*
 - b. *Upon receipt of the corrected and satisfactory information, applicant(s) may reapply for the next available apartment.*

WAITING LIST POLICY

If a desired apartment is unavailable, all applicants are welcome to be placed on a waiting list. All applicants who choose to be placed on the waiting list are treated on a first come basis. Additionally, all applicants choosing to be placed on a waiting list agree to the following...

1. No guarantee of availability for desired apartment.
2. Follow application process as stated above.
3. The rental rate will be based on the market value at the time the apartment becomes available.
4. Pay a minimum holding deposit of \$100.00 which will be applied towards security deposits.
5. Applicants will be contacted once a desired apartment becomes available and will have 48 hours to pay the security deposit in order to reserve the specific apartment. No extensions are permitted.
6. You will have the option to choose to accept the next available apartment or continue to remain on the waiting list or cancel your deposit for a refund.