



Resident Screening Criteria

In order to select responsible residents, Windows Lofts requires applicants to meet the following criteria in accordance with Federal, State and Local housing laws. Windows Lofts will take verifiable extenuating circumstances into consideration.

- Total household income must be at least three (3) times the amount of the apartment's monthly rate. **Proof of income is required.**
- The same employer must employ prospective residents for no less than six (6) months. If recently transferred, they must have six (6) months prior verifiable employment. Recent college graduates will be accepted without this requirement if all other areas of requirements are fulfilled. *See Guarantor if the other requirements are not fulfilled.
- Be a minimum of 18 years of age or legally emancipated minor capable of entering into a legally binding contract (a lease).
- Complete all required paperwork in a true and accurate manner and supply written documentation less than 90 days old to substantiate the information provided.
- Submit a non-refundable applicant screening fee of \$35.00 in the form of a personal check at the time the application is submitted. This non-refundable fee is due for all applicants 18 years of age or older. The application fee will be returned for all unprocessed applications.
- Demonstrate willingness and ability to make timely rent payments. Windows Lofts considers rental histories, as substantiated by prior landlord references, and to provide proof of income to determine the applicant's eligibility.
- Applicant must provide one year of rental history. No evictions or unpaid rental related debt (limited to property damage and rent due at time of move out) would be accepted within the past twenty-four months. No more than four (4) insufficient rent checks will be allowed.
- Demonstrate willingness to meet the obligations and requirements of the Lease, as substantiated **by prior landlord references.**
- Demonstrate **satisfactory credit and rent history** as evidenced by credit screening conducted by **Trak-I.**
- Bad debts, judgments, bankruptcies and collection accounts will reflect negatively on the applicant's credit history and may disqualify the applicant. Lack of credit history will not necessarily automatically disqualify the applicant.

- Lease guarantors must sign a Lease Guaranty (if applicable) and meet income and credit rental criteria.
- A lease guarantor will be accepted for students, recent college graduates (within the past six months), for those who do not have verifiable rental history or do not meet income requirements. Guarantor will submit a complete application and pay the application fee as well as the occupant of the apartment. Guarantor must meet all of the qualifying criteria.

The following items will disqualify an applicant from achieving residency, without exception:

- Discovery of any false information provided by applicant(s).
- Applicant must have satisfactory recorded checks for criminal and/or disruptive activities obtained from local and/or state sources. Windows Lofts refuses housing to convicted felons for a minimum of ten (10) years from the date of conviction. If the applicant is a recovering chemical dependent, Windows Lofts requires written verification from a professional source.
- Windows Lofts refuses housing to any applicant or any household member subject to registration requirement under a State sex offender registration program.
- Negative Landlord Reference and prior and/or current landlord judgments against applicant(s), as noted on the credit report or by landlord reference.
- Unsatisfied electric or gas judgments, as noted on the credit report, which will prevent the applicant(s) from having the utilities placed in his or her name(s) as required by the Lease.

I/We have read and understand the above selection criteria and understand that any information obtained is used solely for the purpose of evaluating my/our Application for rental housing.

Applicant's Signature:

Print name _____
Date _____

Applicant's Signature:

Print name _____
Date _____