



Tenant Acceptance Policy

Please indicate yes or no on the following criteria. If you have any 'Yes' on the Terminals section, more three 'Yes' on the Negatives section or any 'No' on the Requirements section, stop the application process at that point and call GBPM to discuss the situation before spending money on the application.

Purpose: To provide a standardized guideline for accepting tenants, to ensure all applicants are treated fairly and equally, to eliminate the possibility of discrimination in rental decisions and to accept only responsible tenants, who will pay rent on time and maintain the rental property

Scoring

Each applicants' screening report shall be reviewed for three types of adverse information; TERMINALS, NEGATIVES and REQUIREMENTS. **All adverse information applies to applicant(s) and their household members.**

If any one TERMINAL item is found, without extenuating circumstances, the applicant shall be denied.

If more than three NEGATIVE items are found, with no extenuating circumstances, the applicant shall be declined.

All REQUIREMENTS must be met

TERMINALS: The following items shall be considered terminal:

- Yes No Any OPEN bankruptcy (a bankruptcy to which new claims can be added.)
- Yes No A total of \$2000 or more in unpaid collections in the last 7 years excluding medical.
- Yes No Negative or incomplete rental reference including not re-rent documentation
- Yes No Any collection filed by a property management company.
- Yes No Any filing of an eviction or Unlawful Detainer action or any current 3-day Notice to Pay Rent or Vacate.
- Yes No Any income level which is less than 3.0 times the rent of the unit applied for.
- Yes No Any conviction for criminal activity by any household member, including gang, substance abuse, sex offense.
- Yes No Any incomplete, false or misleading information by the applicant or omission of material fact(s).
- Yes No Any applicant who does not cooperate in all aspects of the application process.
- Yes No Reasonable likelihood that any household member or guest will interfere with the health, safety, security or the right of peaceful enjoyment of the resident community or cause damage to the property.

NEGATIVES: The following items shall be considered negative items:

- Yes No Any credit account that has more than five 30-day late payments in the last three years.
- Yes No Any collection, judgment, bankruptcy or lien within the last seven years.
- Yes No Any instance of a damage deposit not returned due to damage to the rental unit (beyond normal cleaning).
- Yes No Any instance of proper *Intent to Vacate* notice not being given to a landlord.
- Yes No Any landlord reference that cannot be verified.

REQUIREMENTS:

- Yes No Completed and signed Rental Application(s) from all occupants over 18 years old
- Yes No Non-refundable application fee(s) for all Rental Applications
- Yes No Copy of each applicant's valid driver's license or valid government issued ID card
- Yes No Proof of ability to pay rent (copy of current paycheck stub, tax return, letter from employer, etc.)
- Yes No 12 months verifiable rental history or other indication of responsible property upkeep

Anti-discrimination: No applicant shall be declined on the basis of their race, sex, religion, marital status, family status, age or by any other method of discrimination by treating one person or group different than other persons or groups who have the same characteristics, or by any laws, legal codes or regulations that prohibits discriminatory practices.

I, the applicant, certify that the information provided herein is true and that any false information provided is subject to the penalty of perjury. Applicant understands that **the application fee is NON-REUNDABLE** even if the application is denied.

Applicant Signature

Date

Internal
Use

Applicant:

Address:

Date: