

APPLICANT APPROVAL CRITERIA

Management or its Associates will not discriminate against on the basis of race, color, religion, sex, disability, ancestry, familial status, or national origin.

Identification

A valid Driver's License or other type of photo identification from someone in the group is required for every visitor before leaving the office to begin the tour. The name on the I.D. must match the name given by the visitor and the photo should be a reasonable likeness. The I.D. must be left in the office during the property tour and will be returned at the conclusion of the community demonstration.

Rental Application

No prospect will be denied the opportunity to complete a rental application. A non-refundable application fee is required at the time of completion. A rental application must be completed by anyone 18 years of age or older who will be residing in the apartment or living with an adult companion. If there are two applicants, regardless of marital status, each is to complete their portion and sign in the appropriate area. Each applicant must have a social security number, green card, or non-expired working or student visa. In addition, the rental application must be completed in its entirety.

Occupancy Standards

No more than two people per bedroom may occupy the apartment home. Children, 12 months or younger, are not included for occupancy guidelines.

QUALIFYING STANDARDS

Employment Status

Current employment and income are verified for a length of time on the job and income. Two pay check stubs are sufficient. Acceptable employment verification may include 2 current pay stubs for market properties.

Income Status

The income listed by the prospect(s) must be enough to meet the income standard set by management. Applicant's income must meet 2 ½ times their share of the monthly rent. Acceptable income verification may include 2 or more current pay stubs and/or our wage verification form.

Past Residency

Prior rental history is researched to ensure that the prospect(s) paid rent on time and did not have any lease violations at their prior residence. Eviction Judgments less than 7 years are automatically denied. Property Management records with skip or eviction status less than 7 years are also an automatic denial.

Past Credit History

A credit report provided by a Credit Reporting Service will be processed and verified to be in good standing with an acceptable RentWise score range set by management. Both past and current credit is evaluated. Each applicant is considered separately. An unsatisfactory credit

_____ Initials _____ Initials

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report can disqualify and applicant if it reflects past or current bad debts, late payments, or unpaid bills, liens, judgments or bankruptcies. The following will receive an automatic denial: property management record owing a balance, office of Foreign Affairs control name match, or deceased fraud messages. If an applicant is denied, a letter supplying the Credit Reporting Agency name and number will be provided.

Criminal History

A criminal background check will be completed by WPAFB Security Forces and subject to any vetting process put into place by the WPAFB Installation Commander. An applicant is automatically denied if a felony or sex offense is evident.

Foreign Citizens

Foreign Citizens are advised that the Air Force is currently assessing the process for vetting potential occupants and are subject to termination if the Air Force makes the determination that credentials cannot be properly vetted.

Guarantor

If a co-signer/guarantor is required for a market property, he/she must complete a Rental Application and meet all above criteria. In addition, the guarantor will be fully responsible for the Lease Agreement and all corresponding documents to the apartment/home.

An initial or full security deposit will be collected to hold an apartment. Once approved for move-in, all remaining funds must be paid by certified check or money order at move-in. All residents at market apartments/homes are required to provide proof of active renters insurance on or before move-in.

All non-military residents are required to obtain a Resident Identification Badge from WPAFB Pass and Registration office prior to move-in.

Note: All deciding factors as to what is acceptable or not acceptable for any of the above qualifications are determined by the District Manager or Regional Manager.

Applicant Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

Property Manager: _____

Date: _____

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