

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

Before leaving the office to begin the tour, a valid Driver's License or other type of valid photo identification is required per visitor. If more than one visitor, then only one valid driver's license or valid photo identification will be needed from someone in the group. 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 applicant 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

Occupancy is based on habitable square footage of the home. The guideline followed is 150 square feet for the first occupant and 100 square feet for each additional occupant. Livable/habitable square footage consists of the living room, dining room and bedrooms. Guideline adaptation includes local codes specific to community jurisdictions.

QUALIFYING STANDARDS

Employment Status

Current employment and income are verified for a length of time on the job and income.

Income Status

The income listed by the applicant(s) must be sufficient to meet the income standard set by management. Applicant's income must meet the minimum specified guidelines. Acceptable income verification will be required and verified.

Past Residency

Prior rental history is researched to ensure that the applicant(s) paid rent on time and did not have any lease violations at their prior residence. Eviction Judgments **less than five years with paid or unpaid balances** are automatically denied. Property Management records with skip statuses may also be an automatic denial.

_____ Initials

_____ Initials

_____ Initials



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 Credit score range set by management. Both past and current credit is evaluated. Each applicant is considered separately. An unsatisfactory credit report can disqualify an applicant if it reflects past or current bad debts, late payments or unpaid bills, utility balances, liens, judgments or open 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. An applicant may be denied for domestic violence conviction(s), or any drug related conviction(s).

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

A co-signer/guarantor cannot be accepted on an affordable housing apartment/home. For a market apartment/home, a co-signer/guarantor 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 vetted WPAFB Security Forces and may be 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 Managing Agent.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Community Manager: _____ Date: _____

