



## Wenaco Properties Criteria

Thank you for choosing Wenaco Properties. We strive to provide a comfortable and safe community. Each applicant and adult occupant must meet certain rental criteria before being accepted for residency. Prior to completing your Rental Application, we suggest that you review these guidelines to determine whether you meet the requirements. Should you have questions about these policies please do not hesitate to discuss your situation with our staff.

1. **We are an equal opportunity housing provider.** We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws. A copy of our policy is available for review at any time.
2. **Apartment availability policy.** Apartments become available when they are ready to rent. A vacant apartment will not be deemed available until it has been cleaned, repainted, and prepared for a new resident. We update our list of available apartments as each apartment becomes available. An apartment that was unavailable in the morning may become available later that same day.
3. **Age.** A person must be 18 years of age and qualify financially to sign a lease. Occupants who are over age 18 residing in the apartment must be listed on the lease.
4. **Roommates.** Each roommate must complete an application. Each applicant will be qualified separately. The income requirements may be combined.
5. **Occupancy guidelines.** In order to overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair-housing laws. We allow two persons per bedroom. For example, a one-bedroom apartment could house two people, and a two-bedroom apartment could house four people.  
**Exception:** One additional person may occupy an apartment if one of the occupants is an infant less than six months of age. For example, a one-bedroom apartment could house two people plus one infant and a two-bedroom apartment could house four people plus one infant.
6. **Application process.** We evaluate every apartment application in the following manner. You must submit a rental application and answer all questions on the form. To apply for an apartment all applicants must have a **social security number and one other form of picture identification. Non US Citizens must fill out the supplemental applications for Non US Citizens and provide evidence of legal status in the United States.** Failure to answer questions truthfully may result in the rejection of your application. The application process usually takes one to two days.
7. **Joint Applicants.** If you file an application with another person or persons all must be approved other wise your application may be rejected. Applications may be approved with first and last month's rent and the re submitting of your application.
8. **Security Deposit & Fees.** You must pay the non-refundable application fee of \$30 per person. A security deposit will be required to hold a particular apartment. The security deposit will be appropriate to the community that you are applying for. Please check with the leasing office for the security deposit applicable for each property. If the application is declined, the security deposit will be refunded. The security deposit is non-refundable after (3) days.
9. **Rental criteria.** Applicants will be evaluated on a scoring system. All applicants must score a five or above on the rental criteria to qualify for an apartment. The following criteria is required for all applicants:
  - a. **Income.** Your monthly income must be at least two times the monthly rent. You must be able to provide evidence of employment or other income. (2 points)
  - b. **Rental history.** You must have satisfactory rental history or mortgage history. If you have ever been evicted or sued for any lease violation, your application will be rejected. (3 points). Tenants who have **no** rental history may satisfy the requirement with one of the following:
    - a. A cosigner who meets the rental criteria.

- b. First and last month's rent paid in addition to the required security deposits.
- c. **Credit history.** Your credit record must currently be satisfactory and qualify within our guidelines. (2 points)
- a) **No more than 3 past due credit card or revolving accounts**
  - b) **Collections or judgments from previous apartment complexes will not be considered**  
**\*Applicant may be required to have a cosigner or provide a higher deposit to secure an apartment if the credit history (other than collections from apartment complexes or evictions) is not satisfactory.**

10. **Criminal history.** A criminal background check will be run on all addresses of all applicants. If you have ever been convicted of a felony or convicted of a misdemeanor (above class C) involving dishonesty, theft, violence, or drugs, your application will be rejected. The application will be rejected for any of the following criminal related reasons that have occurred at any time prior to the application date.
- Felony conviction (DUI's may be considered if at least three years from offense date)
  - Misdemeanor conviction involving crimes against persons (above Class C)
  - Any illegal drug related conviction involving the sale, or manufacture of any illegal drugs
  - Any prostitution related conviction
  - Any sex related conviction
  - Any terrorist related conviction
  - Any cruelty to animals related conviction
  - Any of the above related charges resulting in "Adjudication Withheld"
  - Active status on probation or parole resulting from any of the above
- Or, if within the seven (7) years prior to the application date, there has been a misdemeanor conviction involving crimes against property.

Effective 8/21/2007  
Updated 4-25-2008

I have read and understand the above terms and agree that if I fail to meet any of these criteria I may be denied approval.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date