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## Tenant Screening Criteria

### **PRE-APPLICATION:**

- All applicants over the age of 18 must first tour the interior and exterior of the rental with a Niche Realty Associate representative. For applicants from out of the area, one applicant must visit the property in person and use Skype, Facetime or other interactive “real time” method of taking a virtual tour of the property on behalf of those not present.
- Applicants must be on time for showing appointment, or timely reschedule. Failure to do so will result in losing your place in line if there are other applicants and may result in denial of application.
- Threatening or aggressive behavior toward staff, tenants or handyman is grounds for denial of application.

### **APPLYING:**

- Applicants who are able to move into or take possession of rental on or as close to date it is available will be considered first.
- Positive government issued picture ID for all adults (18 years of age or emancipated minor) occupants. Failure to provide ID results in denial of the application.
- All applicants over 18 years of age must meet screening criteria regardless of financial responsibility. If tenant is not going to be financially responsible and other tenants meet that criteria – all other criteria must be met for non-financially responsible tenant.
- Applications will not be reviewed until received in full. Groups of more than one applicant will not be considered until the applications from all members of the group are received.

### **PROOF OF INCOME: (Please provide one or more of the following proof of income formats)**

- Copies of last two paystubs –
  - ï Must include employer name, employee name and pay period on each stub
  - ï Paystubs can be no older than the last 3 months
- Offer letter from prospective employer
  - ï Must be current, on employer letterhead, include applicants name and compensation, the employers address and phone number. Information provided must be verifiable.
- Self employed
  - ï Provide bank statements for the last 3 months (must show name of bank, account holder name, statement date, summary of deposits and balance.
  - ï We must be able to see your personal income (how much and how you are paid) from your business.
  - ï Income tax statement for the previous year.
- Proof of savings
  - ï Provide bank statements for the last 3 months (must show name of bank, account holder name, statement date, summary of deposits and balance) showing balance of three times the monthly rent for entire term of lease or first 12 months, whichever is less.
- Proof of alternative source of income
  - ï May be from a lawful verifiable source other than wages, salaries, or other compensation for employment including, but not limited to: Section 8 vouchers, social security benefits, unemployment benefits, charity programs, maintenance or child support, and/or any federal, state, local government, private or nonprofit administered benefit program.



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**INCOME REQUIREMENTS:** We require a minimum of 3x's the rent in collective, gross income. Rent to include fees, pet rent, utilities and all other payments related to renting the unit that is being applied for.

**CREDIT REQUIREMENTS:** We require a positive credit history with:

- No more than 20% of derogatory accounts
- No more than \$500 worth of accounts in collections
- No bankruptcies
- Credit Scores for rentals over \$3000 must be over 719
- No money owing to a previous landlord
- No unlawful detainer action or eviction history
- At least 1 active account being rated to establish history
- First time renters, with no established credit or rental history, may require a Guarantor (if allowed at the rental)

**LANDLORD REFERENCES:**

- Each applicant must have 24 months of verifiable, objective, concurrent, positive rental history; timely payment, no damage in excess of normal wear and tear, no documented rule violations, timely issuance of intent to vacate and compliance therewith. Any negative history from a prior landlord is grounds for denial of tenancy.
- Each tenant must provide contact information for previous landlords and they must respond to the inquiry within 48 hours or initiation of screening or we may move on to the next application.

**CRIMINAL HISTORY:**

- History of criminal activity on the part of any proposed occupant which presents a danger to persons or property or the peace and enjoyment of other residents or members of the community could negatively impact your application. When evaluating any past criminal convictions, we consider the nature (whether it indicates a potential risk to person or property or shows incident(s) of identity theft) and severity of the crime and amount of time that has passed since the criminal conduct occurred. If you have any mitigating factors you wish us to consider, please bring them to our attention. Individual assessments may be performed and additional charges to the applicant may apply. The criminal history portion of your screening will be conducted in accordance, if allowable, with the current legal requirements of the jurisdiction in which the property you are applying for is located.

**ANIMALS ON THE PROPERTY:**

- If you intend to have a pet (this includes ALL animals, fish and reptiles) on the property – you must obtain permission in advance. All pets must be properly licensed and have current immunizations. Service/Companion animals are defined as an animal that provides necessary medical support for the benefit of an individual with a disability. We require all pets and Service/Companion animals be screened through PetScreening. Screening fee is \$20. **NOT ALL PROPERTIES ALLOW PETS. Please contact Property Manager BEFORE getting a pet.**

**GUARANTORS:**

- If you do not meet one or more of the above criteria, you may be able to qualify for a rental unit if you have a third party that will guarantee your lease. (This option varies property to property. Please verify this with your Property Manager). The guarantor must pay and fill out an application, pass the screen process and have income equal to **five** times the monthly rent as well as a favorable credit history free of delinquent, or negative credit issues. In the



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case that a guarantor is used – an application will not be considered fully complete and received until their information is submitted to your property manager.

**FALSE INFORMATION:**

- If at any time the applicant provides false information or a gross distortion of the truth on their rental application, it will result in an automatic denial. Such falsified information may affect legitimacy of tenancy if discovered in the future.

**Once the application(s) are accepted and the Commitment to Rent is signed – the applicant has 24 hours to pay the first full month's rent and fee's. The rental will remain on the market until the Full rent and Fee's have been paid. the Applicant's have 48 Hours to accept the Agreement.**

**WE SUBSCRIBE TO THE FAIR HOUSING/EQUAL OPPORTUNITY GUIDELINES**

**WE DO NOT ACCEPT PORTABLE SCREENING REPORTS**

The background investigation will be processed through Findigs and TransUnion. They may be obtaining credit reports, court records (civil and criminal (where allowed), employment and rental references as needed to verify all information put forth on your rental application. Findigs obtains their credit reports from TransUnion. TransUnion Contact <https://www.transunion.com/>: PO Box 2000, Chester, PA, 19016 Phone: 1-800-916-8800

