

# **RPMC GENERAL RENTAL AND OCCUPANCY** **CRITERIA GUIDELINES**

ALL APPLICATIONS FOR RESIDENCY WILL BE EVALUATED USING THE FOLLOWING CRITERIA:

RENTAL APPLICATIONS MUST BE PROCESSED ON ALL PROSPECTIVE RESIDENTS 18 YEARS OF AGE AND OLDER WHO WILL BE RESIDING IN THE UNIT.

A NON-REFUNDABLE APPLICATION FEE OF \$35.00 MUST BE PAID FOR EACH OCCUPANT 18 YEARS OF AGE AND OLDER.

**I. SALARY/INCOME**

ALL APPLICANTS MUST QUALIFY BASED ON THE LOW INCOME HOUSING TAX CREDIT GUIDELINES.

- Prior to application approval, all income must be verified in writing. An income questionnaire will need to be filled out.
- The household must meet a minimum income requirement. The monthly income of the household must be equivalent to (2) times the monthly rent for the unit type.

**II. RENTAL HISTORY**

- Your previous rental history will be verified. We will be verifying rental history for the past three years.
- If you have been evicted or owe a rental community any monies within the past 3 years, your application will be denied.

**III. CREDIT HISTORY**

- Each applicant 18 years or older will need to fill out an application. **No exceptions will be made.**
- A credit report will be run to determine applicant's payment history, eviction status, bankruptcy status and accuracy of information supplied by applicant.
- Bankruptcies must be discharged at time of application and positive rental history for the past 12 months has been established.

**IV. CRIMINAL HISTORY**

- Back Ground checks will be run on all applicants. **No exceptions will be made.**
- Applicants will be denied for convictions of sex offense. **No exceptions will be made.**
- Applicants will be denied if they have been convicted of a felony within the past 5 years which includes the selling, distribution or use of a controlled substance.
- Applicants will be denied for unfavorable criminal backgrounds including but not limited to drug related arrests and disturbing the peace.
- Applicants will be denied for violent criminal activity within the last 5 years.

**V. SECURITY DEPOSIT REQUIREMENTS**

- A security deposit is required to be paid in full prior to moving in. A holding fee will be collected at the time of application approval. At no time is the application fee refundable.

- If after seventy-two (72) hours of submitting your application, you or any co-applicant decides to cancel your application with us, the holding fee will be non-refundable.
- All rents, deposits, and fees must be paid by money order or cashier's check. **NO CASH OR CHECKS WILL BE ACCEPTED.**

**VI. MOVE IN COSTS**

- If you take possession of your apartment after the 1<sup>st</sup> you will be required to pay the pro-rated rent amount along with any deposits due at move in.

**VII. OCCUPANCY**

THE GUIDELINES SET FORTH ARE AS FOLLOWS:

- Two bedroom unit – maximum of 4 people.
- Three bedroom unit – maximum of 6 people.
- Diverting from these guidelines will be cause for eviction.

Applicants denied admittance will receive from management in writing the reason for the denial. The letter will be mailed to applicant's address or the applicant may request in person a copy of the letter at the manager's office during normal business hours.

Up to ten days from date of written denial, applicants denied admittance may request a meeting with management to discuss their rejection. This is an opportunity for the applicant to provide evidence of incorrect information or mitigating circumstances.

Management may reverse their decision based on evidence presented by applicant.

Should management not reverse their decision, the applicant will be given the phone number of the appeal panel who may assist the applicant.

**Exceptions may be made for specific CCH program applicants. Exceptions may also be made for applicants that have successfully transitioned from a treatment program. Successful transition must be verifiable by management prior to moving in.**

I have read and understand the following guidelines for rental at Renaissance Property Management Corporation.

Resident Signature \_\_\_\_\_ Date \_\_\_\_\_

Resident Signature \_\_\_\_\_ Date \_\_\_\_\_

Mgmt. Representative \_\_\_\_\_ Date \_\_\_\_\_

*Renaissance Property Management Corporation believes in Equal Opportunities and Fair Housing and will not discriminate based on race, creed, color, national origin or ancestry, sex, marital status, religion, handicap, familial status, or sexual orientation.*

3-12-09