



## Tenant Application Criteria

***Wise Move Property Management, LLC does not discriminate based on: race, color, religion, marital status, national origin, sex, sexual orientation, familial status, disability or source of income. We comply with all federal, state and local laws concerning Fair Housing.***

Up to three complete and properly submitted applicants who meet the screening criteria will be offered the opportunity to enter a lease in the order in which their application was received. When multiple applications are received for the rental of the same unit we may submit those multiple applications for tenant screening simultaneously. The applications will be screened simultaneously, but the applications will be considered in the original order the applications were received. The applications that meet the screening criteria will be offered the opportunity to enter a lease in the same order the applications were received. Once notified the application has met the screening criteria the applicant that applied first will be offered the opportunity to enter a lease and pay the deposit to secure the unit. If the deposit is not made promptly, within the time stated in the approval and do not sign the lease package, as offered, that would result in the denial of the application and the next application in line that meets the screening criteria will be given the opportunity to sign a lease.

**IMPORTANT: if your application is screened simultaneously with a group of applications submitted at the same time, if there is an application ahead of yours, that applicant may be offered the opportunity to enter the lease before you, even if your application also satisfies the screening criteria. If an application is ahead of you in line is offered a lease before you and they sign the lease, then your application will be denied and your screening fee will not be refunded. All other applicants will be notified.**

**\*\*THE \$55.00 SCREENING FEE IS NON-REFUNDABLE\*\***

At this time, you may enter the line for another property that is available to lease. You must satisfy the screening criteria for this new property; however, you do not have to pay another screening fee. **You only need to inform Wise Move that you wish be considered for the other property, and be placed in the line. If there are no other applicants in line for this other property, you will be placed at the front of the line, however, if there are other applicants, you will be place in order of those that applied before you entered this new line. You will remain as an approved applicant for 120 days. You may be asked to provide proof of income only if it has been more than 30 days since your initial approval.**

## **General Tenant Requirements**

- Valid photo identification required.
- A complete and accurate application with phone numbers. Incomplete applications will be returned.
- Each applicant will be required to qualify individually.
- Applicant must be able to enter a legal and binding contract.
- Incomplete, inaccurate or falsified information will be grounds for denial.
- Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacture or distribution of a controlled substance will be denied.
- Any individual who may constitute a direct threat to the health and safety of an individual, the complex, neighborhood or the property of others will be denied.
- The total security deposit required will be that of the least qualified applicant.
- The denial of one applicant will result in the denial of the entire application.
- In order to qualify as a co-signer, you must fully meet all areas of the criteria and must have a minimum monthly income of five times the stated rent.

## **Income Requirements**

- Gross monthly household income must equal two and one-half times the stated monthly rent. If monthly income does not equal 2-1/2 times the stated monthly rent, a qualified co-signer will be required.
- Most recent and concurrent 2 paycheck stubs from your employer will be required. Verifiable income or liquid assets equal to 2-1/2 times the total annual rent will be required for unemployed applicants. Unemployed applicants will also need to provide an additional security deposit of 50% of the stated rental amount (Verifiable income may mean, but is not limited to: bank accounts, spousal support/child support, trust accounts, social security, unemployment, welfare, grants/loans.) Self-employed applicants will be verified through the state. A recorded business name or corporate filing is required. Verification of ownership is required. Wise Move may require additional proof at their discretion. An additional security deposit amount is required.
- The application will be denied if the legal source of income cannot be verified.

## **Rental Requirements**

- One year of current third party verifiable (non-family member) rental or mortgage history is required. Homeownership is verified through the county tax assessor. Mortgages currently reflecting a past due balance will require an additional security deposit equal to one month's rent. Homeownership negotiated through a land sales contract is verified through the contract holder. (Rental references ending 12 months prior to the date of application will not be considered current.)
- Eviction-free rental history is required.
- Rental history reflecting past due rent or an outstanding balance will be denied.

- If a landlord gives a negative reference or refuses to give a reference, the application will be denied.
- Three (3) or more 72-hour notices within a period of one year will result in a denial.
- Three (3) or more NSF checks within a period of one year will result in a denial.
- Rental history demonstrating noise or other documented complaints will result in a denial when the landlord would not re-rent.
- (Exception: A biological or legally dependent child of the approved applicant(s) who is between 18-24 years of age does not need to have rental history, i.e. a student still living at home.)

### **Credit Requirements**

A minimum of 2 positive lines of credit. A credit history showing no negative reports is required. A negative report is any item 60 days or greater, collections and/or repossessions (not including medical or student loans). Negative credit will result in an additional security deposit with the following guidelines.

- A credit file containing a discharged bankruptcy will require an additional security deposit equal to 25% of one month's rent.
- 1 item of 60 days past due or greater, collections, repossessions, liens, judgments or garnishments will require an additional security deposit equal to 25% of one month's rent.
- 2 items of 60 days past due or greater, collections, repossessions, liens, judgments or garnishments will require an additional security deposit equal to 50% of one month's rent.
- 3 items of 60 days past due or greater, collections, repossessions, liens, judgments or garnishments will require an additional security deposit equal to 75% of one month's rent.
- 4 items of 60 days past due or greater, collections, repossessions, liens, judgments or garnishments will require an additional security deposit equal to 100% of one month's rent.
- 5 or more items will result in a denial of the application.
- You must have established credit (a score) with at least 2 positive reported credit sources.
- Any open bankruptcy that has not been discharged will result in the denial of the application.

### **Criminal Considerations**

We perform an individualized assessment of any adult on criminal evictions to determine whether a business reason exists to deny tenancy. We consider the nature and severity of the offense, the number and type of convictions, the time that has elapsed since the conviction, evidence of good tenant history before and after conviction, any additional information showing rehabilitation, good conduct, or other factors that you would like us to consider.”

## **Denial Policy**

If your application is denied due to negative and adverse information being reported you should:

- Contact Background Investigations
- If credit-related, contact the credit reporting agency listed on the denial letter.
- Request a correction if the information being reported is incorrect.

An application may also be denied, for one or more of the following reasons:

1- An Applicant(s) makes any derogatory or offensive comments, and/or act in a boisterous, threatening, combative, and intoxicated or disorderly manner, during any phase of the inspection, meeting, application or screening process. Wise Move will not accept tenant-provided reusable screening reports (also referred to as “portable reports”). All applicants must meet the requirements per the Rental Criteria through screening that Wise Move receives directly from Background Investigations.

## **Disabled Accessibility Statement**

Wise Move always allows existing premises to be modified at the full and complete expense of the disabled person. If the disabled person agrees to restore the premises (per fair housing guidelines) at their own expense to the pre-modified condition. We do however require:

- The applicant seeks the landlord’s written approval before making the modifications.
- Reasonable assurances (in writing) that the work will be performed in a workmanlike manner. Reasonable details regarding the extent of the work to be done.
- Names of the qualified contractors that will be used.
- Appropriate building permits and the required licenses must be made available for inspection by the landlord.
- A deposit for the restoration may be required.

## **How Long Will it Take to Process My Application?**

Most applications take between 24 and 48 business hours to screen. Wise Move verifies applicant’s employment, income, rental history, credit, and checks national criminal background registries. Sometimes the information is difficult to obtain and the screening time may be extended.

## **When Will You Let Me Know if I Qualify?**

We will let you know the outcome of your screening within 24 hours of obtaining the completed report, this means we have received a rental verification from your past

landlord, and your employer has verified your employment and your income. A Wise Move representative will call or email you, if an email was provided, to let you know if you have been approved or denied. Wise Move will only call one member of the party to inform you of the results; we cannot call everyone in the party. We will attempt to reach you for 24 hours to notify you of your approval. If there is no response after this time-frame we will move on to the next applicant.