

## **ENCORE PROPERTIES APPLICANT SCREENING POLICIES**

Thank you for choosing to apply for a property managed by Encore Properties. Below you will find the qualifying criteria that all applicants must meet. All persons 18 years old or older will need to fill out an application if they will be staying in the property for more than 7 nights out of a month. A credit check, eviction check and criminal background check is processed by a third-party screening partner.

**Note:** The status of all rental properties is listed on our website. We do not remove a listing until we have a signed lease and have received security deposits, thus another application might have been submitted by other prospects prior to your application submission and are actively being processed. We do often receive multiple applications for the same property. If your application is not selected, we are happy to transfer your application to another available property for the next 60 days.

**Income Requirement:** Total monthly household gross income (before taxes) must be at least 2.5 times the amount of the monthly rent. Listed below are some accepted forms of proof of income.

- Two of your most recent pay stubs
- Letter of Hire: Must be on company letter head, state name and contact of Supervisor, state the rate of pay, and terms of employment to start employment within 30 days of move in
- A guarantor may only be a parent or legal guardian. The guarantor must complete the full application and the total income for all applicants and guarantor must be 4.5 times the monthly rent
- For those that are self-employed, you must provide six months of bank statements
- If you choose to include any other forms of income, proof must be submitted for it to be taken into consideration. You must provide official up to date documentation that includes the amount of payment and frequency of payments from the administration that allocates the payment on letter head.

**Credit History:** A credit report will be obtained for all applicants to verify credit history and ratings. All credit history will be evaluated on an individual basis. Any negative history can be grounds for denial of an application. Negative credit history includes, but is not limited to, any of the following:

- A previous eviction or filed and dismissed eviction due to nonpayment of rents or breach of lease
- Any unpaid judgements, charge-offs, collections, and past due balances that exceed \$1000 debt per applicant.
- A pending lawsuit
- Unpaid or late payments on loans
- Repossessions or Foreclosures

**Rental History:** A rental/mortgage history check will be conducted. Any negative reporting can be grounds for denial.

**Criminal History:** A criminal background report will be acquired for all applicants. Any negative criminal history could be grounds for denial of an application.

- **ENCORE DOES NOT HAVE A MINIMUM CREDIT SCORE REQUIREMENT. OUR THIRD-PARTY PROCESSOR EVALUATES EACH APPLICATION USING ALL THE INFORMATION PROVIDED AND THEM PROVIDES US WITH A RECOMMENDATION OF ACCEPTANCE OR DENIAL.**
- **FALSIFICATION OF INFORMATION WILL RESULT IN DENIAL OF APPLICATION OR TERMINATION OF THE RENTAL AGREEMENT.**
- **ALL APPLICATIONS ARE SCREENED IN COMPLIANCE WITH APPLICABLE FEDERAL AND STATE LAWS, REGULATIONS AND ETHICAL DUTIES, INCLUDING BUT NOT LIMITED TO, THOSE PROHIBITING DISCRIMINATION ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP, FAMILIAL STATUS, SEXUAL ORIENTATION OR GENDER IDENTITY.**