

# ***SAMPLE***

## **TENANT CRITERIA**

We are working with neighbors and other landlords in this area to maintain the quality of our neighborhood. We want to make certain that new tenants do not use their apartment for illegal activity. We also want to ensure that our apartment and management style is an appropriate match to your needs and desires.

Please review our list of criteria. If you feel you meet the criteria, we invite you to apply.

- 1) Consistent employment history. You must have been employed for at least the most recent 24 months.
- 2) A minimum of one year's positive landlord reference. We reserve the right to not accept a reference from your current landlord if this is your only reference. A reference from a relative or friend is invalid. All landlord references are confirmed by the building owner where you resided.
- 3) We require two forms of personal identification. One of these forms must have a photo.
- 4) We require a copy of your most recent credit report. We do not expect perfect credit. We will verify past addresses from your credit report. We will also confirm that you do not have any judgments; excessive overdue accounts and that do not owe any past landlords back rent. You can obtain a copy of your credit report online at [www.annualcreditreport.com](http://www.annualcreditreport.com)
- 5) We will check your criminal history with the local police department or a local housing agency with access to criminal records. Tenants may not have had any arrests for drug sale or possession. Tenants may not have excessive police calls to their home (more than 5 in past 2 years).
- 6) Upon application approval, we will require a security deposit. We also require a one year minimum lease agreement.