

DONEFF COMPANIES RENTAL APPLICATION PROCESS

The rental application process and applicant rental application screening criteria listed below are used by Doneff Companies LLC (DCLLC) to uniformly evaluate the rental application of all prospective tenants and to help protect the safety, health, and welfare of all other tenants. It is provided to the applicant to help in understanding the application process and the reasons an application may be denied. Please acknowledge you reviewed this information by adding your signature to page 2.

The Rental Application Process (please read these carefully to avoid a denial)

1. Each adult eighteen (18) years or older is considered an applicant and must complete a separate rental application.
2. Maximum occupancy limits are two unrelated adults per apartment unless otherwise specified by federal or local regulations. For occupancy limits, all household members will be counted.
3. Age restrictions will apply at senior properties and verification of age is required.
4. The applicant's monthly gross income must be equal to or greater than three (3) times the monthly rent.
5. All rental applications must be submitted through the online rental application portal **unless prior authorization is given**.
6. Rental applications are processed based on the time and date the rental application is received.
7. Applicant screening criteria includes a credit report, a criminal record report including state and federal sex offender registries, income, report of prior evictions and references from prior landlord(s). If any household member's application is denied, all household members' application will be denied.
8. If any information on the rental application is misrepresented, or if any information otherwise cannot be verified, the rental application will be denied.
9. **All adult rental applicants including co-signers must pay a non-refundable \$25.00 processing fee.** The rental application will not be accepted or processed prior to receipt of the processing fee from all adult applicants.
10. All adult applicants must provide a government-issued photo identification card and Social Security number.
11. All adult applicants must provide contact information for current and prior landlord. The rental application will be denied if, after making a good faith effort, applicant's current and prior landlord cannot be contacted to verify the rental applicant's rental history.

Rental Application Screening Criteria

Credit Reports & Co-Signer Requirements

12. If your credit score is **less than 650** your application will be denied.
13. If collection accounts are listed on your credit report that are not paid in full or otherwise closed, your application will be denied.
14. If your credit report shows an open bankruptcy the application will be held in abeyance until proof of dismissal is provided.
15. If you have an outstanding account balance for any utility paid by tenant that would prohibit you from transferring utilities into your name, your application will be denied.
16. If any applicant owes a landlord money within the last five (5) years, the application will be denied unless proof is provided the account has been paid in full. If the application is subsequently approved, a security deposit of two (2) times the monthly rent will be required prior to move-in.
17. If any applicant has one (1) stipulated dismissal/court-ordered payment plan within the last five (5) years, applicant will need to show proof of all terms being met and a security deposit equal to two (2) times the monthly rent would be required. If any applicant has more than one (1) stipulated dismissal/court-ordered payment plan in the last five (5) years, the application will be denied.
18. All applicants without at least a two (2) year rental history or prior home ownership are required to obtain one approved co-signer or pay the rent for the entire lease term in full.
19. All co-signers are required to meet the applicant screening criteria and have a monthly gross income equal to three (3) times the monthly rent. Only one co-signer is needed per household and will have liability for the entire household.

Evictions

20. If any applicant is in the process of a court eviction or is contesting a court eviction, the application will be held in abeyance until the final court disposition.
21. If any applicant has an eviction in the last three (3) years, the application will be denied. If any applicant has more than one (1) eviction in the last five (5) years, the application will be denied.

Criminal Report

22. If you have been convicted of manufacturing or distributing a controlled substance as defined in Section 102 of the Controlled Substances Act, your application will be denied.
23. If you have been convicted of any other crime that shows a demonstrable risk to resident safety and/or property, your application may be denied after consideration of the nature and severity of the crime and the amount of time that has passed since the criminal conduct occurred. Additional factors may also be considered on a case-by-case basis.
24. Arrest records, without subsequent conviction, will not be considered.
25. Along with your application you may provide any mitigating information or documentation that you would like to have considered regarding any prior conviction.
26. Registration on the state or federal Sex Offenders Registry will be a basis for denial of your application.

