

# APPLICANT QUALIFYING CHECKLIST

Property : \_\_\_\_\_ Applicant(s): \_\_\_\_\_

Current Address: \_\_\_\_\_

## SECTION I

- Employment: Does applicant have verifiable current employment? Y  N   
Is there at least 6 months employment history or a verifiable source of income? Y  N   
Is applicant a full-time student? Y  N   
Does student have a co-signer? Y  N   
Income: Does income meet qualifying standard? (2 ½ to 3 ½ x monthly rent) Y  N   
Has the income been verified through the listed employer? Y  N   
If self-employed, has tax returned or W-2 been supplied? Y  N   
If not, did applicant provide a payroll stub with year-to-date information? Y  N

## SECTION II

- Rental History: Does applicant have a 30-day notice to vacate on file? Y  N   
If so, reason given for moving: \_\_\_\_\_ Y  N   
Has applicant ever been late on rent? Y  N   
How late? \_\_\_\_\_ How often? \_\_\_\_\_ Y  N   
Did applicant ever pay with funds returned from bank? Y  N   
Did applicant keep unit clean? Y  N   
Has applicant damaged unit? Y  N   
If so, has applicant paid for damage? Y  N   
Any problems or complaints with applicant? Y  N   
Would you re-rent to applicant? Y  N   
Is there a minimum of 6 months verifiable history on current resident? Y  N   
Have all listed residences been verified? Y  N   
Is the name and number of person verifying information note on application? Y  N

## SECTION III

- Credit History: Is there a valid Social Security number? Y  N   
If not, is there a valid visa / passport / green card and proof of income? Y  N   
Has a credit report been obtained from U.D.R.? Y  N   
Were any of the scenarios found?  
Personal bankruptcy not discharged? Y  N   
Judgment not remedied and/or foreclosure of real estate? Y  N   
Criminal Public Record? Y  N   
Fair Isaac risk score under 600? Y  N   
If applicant was denied, was Credit File Disclosure Request Form given? Y  N

## SECTION IV

- Age: Is Applicant 18 or older? Y  N   
If not, is applicant married and has proof of marriage been provided? Y  N   
(If married, both must apply)

Approved  Denied

Community Manager's Signature \_\_\_\_\_ Date: \_\_\_\_\_