



## PROVIDENCE PARK RENTAL SCREENING CRITERIA

**Initial Lease Term:** 12 month standard. Other terms are available depending on market conditions and unit availability. Lease terms less than standard would usually be at a higher rental rate.

**Application Fee:** \$100.00 non-refundable application fee required for **all individual applicants**. \$100.00 non-refundable application fee if applying jointly as **married couple**. **Applicants must be 21 years of age or older to apply. Authorized Occupants must be 21 years of age or older and will be required to submit an application and a \$35 non-refundable application fee. An occupant 18 years of age and older who lives with a parent or legal guardian will be required to submit a completed application and a \$35 non-refundable application fee.**

**A SEPARATE SIGNED APPLICATION FOR EACH APPLICANT, UNLESS MARRIED, ALONG WITH ALL REQUIRED FEES, DEPOSITS AND VERIFICATION DOCUMENTS MUST BE SUBMITTED BEFORE THE APPLICATION CAN BE ACCEPTED AND PROCESSED.**

**Security Deposit:** \$300.00 security deposit is required at time of application. If an application is denied, this deposit will be returned to the applicant. **If the applicant is “Approved with Conditions” the applicant has 2 business days (Monday – Saturday) to accept or decline the conditional approval.** If the applicant declines the conditional approval, the \$300 deposit will be refunded. If the applicant accepts the conditional approval an additional Security Deposit of \$700.00 paid in certified funds or by credit card must be paid within the 2 business day period stated above.

**THE APPLICATION FEE AND THE SECURITY DEPOSIT ARE REQUIRED TO BE IN SEPARATE CHECKS, MONEY ORDERS OR CERTIFIED FUNDS. We do not accept 3rd party checks unless they are from an immediate family member.**

**ALL APPLICANTS WILL HAVE 3 BUSINESS DAYS (Monday – Saturday) AFTER THE APPLICATION HAS BEEN APPROVED OR A CONDITIONALLY APPROVED APPLICATION HAS BEEN ACCEPTED TO SIGN THE LEASE. FAILURE TO TAKE POSSESSION OF THE APARTMENT AS OF THE DATE SPECIFIED IN THE LEASE WILL RESULT IN A DEFAULT OF THE LEASE AND THE RESIDENT WILL BE HELD LIABLE FOR THE PERFORMANCE OF THE LEASE INCLUDING BUT NOT LIMITED TO THE PAYMENT OF RENT UNTIL THE APARTMENT IS RE-RENTED.**

**Renters Insurance: RENTERS INSURANCE IS REQUIRED. Prior to taking possession of the apartment evidence of renters insurance coverage for the initial term of the lease and any extension thereof will be required. See attached copy of Renters Insurance Agreement.**

**Utilities: Approved applicants must contact utility companies in advance, pay any required deposits and have the required utility services put in their name as of the move-in date specified in the lease. See attached copy of Utility Agreement.**

**Photo ID:** A current valid government issued Photo ID is required to tour an apartment, to submit an application, to sign a lease and to receive keys to your apartment. Acceptable forms of Photo ID are:

- Current Valid Driver's License
- Current Valid Photo ID issued by State Department of Motor Vehicles
- Current Valid U.S. Military ID
- Current Valid Passport
- Current Valid Visa
- Current Valid Green Card (with Photo)

**Criminal History:** A criminal background check will be conducted for each applicant. Criminal reports are evaluated on the basis of arrests and convictions for misdemeanors and/or felonies. Our screening agency conducts the criminal background check and issues an “approved or declined” based on written criteria established with the screening agency.

**Rental Score:** Marsh Properties relies upon “Rental Scores” to estimate the relative financial risk of leasing an apartment to you. In addition to estimating risk, rental scores are an objective and consistent way of reviewing relevant applicant information, and help speed the application approval process. It is our company policy to not discuss individual scores with applicants or try to explain details of how the scoring system works. Applicants will be given information to contact our screening agency regarding their score.

The rental scores fall into one of three categories established by our screening agency – Approved; Approved with Conditions; Denied. If the applicant’s score falls within the “Approved With Conditions” category and the applicant chooses not to accept the “conditions” the application cannot be approved.

The applicant has 2 business days to accept or decline the conditional approval.

Applicants who are otherwise qualified but whose credit information is unavailable or insufficiently established will fall in the “Approved with Conditions” category.

In Order for applicants who have no Social Security Number or Individual Taxpayer Identification Number to submit an application, the following will be required in addition to the other requirements stated in this Screening Criteria.

- (1) Valid Passport and Visa, (2) Verification of Employment or Verification of Student Enrollment or Verification of Other Affiliation in the United States as Specified in Applicant’s Visa. (3) Payment of the required Security Deposit, (4) Payment of an additional security deposit equal to one month’s rent. Provided all qualifications are met including an approved criminal background check the applicant will be approved.

Rental scoring systems assign points to certain factors identified as having a statistical correlation to future financial lease performance. Your rental score results from a mathematical analysis of information found in your credit report, application, and previous rental history. Such information may include your bill-paying history, the number and type of accounts you have, collection actions, outstanding debt, evictions, bankruptcies, income, and the number of inquiries in your consumer report. The final number, or rental score, represents an estimated level of risk as compared to the performance of other consumers in a range of scores. Rental scoring treats all applicants consistently and impartially. Additionally, your rental score never uses certain characteristics like – race, color, sex, familial status, handicap, national origin, or religion – as factors.

**Co-Signers:** Parent/legal guardian can co-sign for their children 21 years of age or older. Adult children, 21 years of age or older, can co-sign for their parents.

Co-signers will be processed as applicants and named as Lessee co-signers on the lease. **Co-signers must be present along with occupants to sign the lease. If this is not possible, we will require notarized signatures on a copy of the lease to be mailed and/or faxed to us within the 3 day period after the application has been approved.**

By signing in the space below applicants are consenting to allow Marsh Properties through its designated agents and employees to obtain consumer credit report and court and criminal record information and to verify any information supplied on the application or other information discovered in the process of screening the applicant for rental housing. All applicants are also consenting to allow Marsh Properties, its agents and employees to obtain additional consumer and criminal reports in the future to update or review customers’ accounts if they become a resident or an authorized occupant of a Marsh Properties apartment community. If the applicant disputes any information obtained by management in processing the application that results in denial or conditional approval of the application, management will give applicant information on the source of information obtained and it shall be the responsibility of the applicant to correct any erroneous information and resubmit an application to this community if he so desires.

Management does not guarantee, warrant or represent that all residents and occupants meet the current resident screening criteria due to the length of residency in comparison to when criteria was implemented or amended. In addition our ability to verify the information provided by an applicant is limited to the information made available to us by our applicant screening agency.

By signing in the space below applicant(s) acknowledges having received a copy of this Resident Screening Criteria, and understands and agrees to the terms.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Marsh Properties \_\_\_\_\_ Date \_\_\_\_\_

Revised 10-14-09

