

Grandview Pointe Apartments

Tenant Qualification Worksheet

Applicant Name(s) _____

Unit # _____

Points Required: _____

Points Obtained: _____

Approved

Declined

Date ____/____/____

Manager's Signature _____

CREDIT HISTORY

- | | | | | |
|--------------------------|---------------------------------|--|------------------|-------|
| <input type="checkbox"/> | 0%-10% Negative Lines of Trade | | 5 points | _____ |
| <input type="checkbox"/> | 11%-25% Negative Lines of Trade | $\frac{\text{Negative lines } \underline{\hspace{1cm}}}{\div \text{ total lines } \underline{\hspace{1cm}}} = \underline{\hspace{1cm}} \%$ | 3 points | _____ |
| <input type="checkbox"/> | 26% + Negative Lines of Trade | | (see note below) | _____ |
| <input type="checkbox"/> | No credit history | | 1 point | _____ |
| <input type="checkbox"/> | "File Not Found" | | 0 points | _____ |

(Negative ratings for medical expenses are excluded. 26-40% negative lines, subtract 1 pt., 41-50% negative lines, subtract 2 pts. Applications with over 50% negative lines of trade are automatically declined).

EMPLOYMENT HISTORY

- | | | | |
|--------------------------|--|----------|-------|
| <input type="checkbox"/> | Retired (must provide documentation of ability to pay) | 5 points | _____ |
| <input type="checkbox"/> | 4 or more years of employment with same employer | 5 points | _____ |
| <input type="checkbox"/> | 2-3 years employment with same employer | 4 points | _____ |
| <input type="checkbox"/> | Less than 2 years employment with same employer | 3 points | _____ |
| <input type="checkbox"/> | No employment | 0 points | _____ |

(Employment may not be verified by credit report).

TENANT HISTORY

- | | | | |
|--------------------------|---|-----------------|-------|
| <input type="checkbox"/> | 3 years or more at same address | 5 points | _____ |
| <input type="checkbox"/> | 2-3 years at same address | 4 points | _____ |
| <input type="checkbox"/> | 1-2 years at same address | 3 points | _____ |
| <input type="checkbox"/> | First time renter or less than 1 year at same address | 2 points | _____ |
| | | Negative points | _____ |

(Subtract 1 point for each late payment or NSF check within the last year. Tenant History must be evidenced by a written rental agreement if landlord is a private owner; otherwise 2 points given. Mortgage history must be verified by credit report or directly with mortgagee. See page 2 for additional Tenant History factors).

RENT TO EARNINGS RATIO

- | | | | |
|--------------------------|----------------------------------|----------|-------|
| <input type="checkbox"/> | Earnings 6 times rent or greater | 6 points | _____ |
| <input type="checkbox"/> | Earnings 5 – 6 times rent | 5 points | _____ |
| <input type="checkbox"/> | Earnings 4 – 5 times rent | 4 points | _____ |
| <input type="checkbox"/> | Earnings 3 – 4 times rent | 3 points | _____ |

(Income may be verified by employer or two most recent paycheck stubs).

OTHER CRITERIA

- Increased security deposit, advance rent, long-term positive rental reference, etc.
Explain: _____

TOTAL _____

GENERAL RULES

Automatic Rejections

- Any outstanding rental debt
- Eviction
- Negative landlord reference (would not lease to again due to lease violation)
- Bankruptcy (will consider Ch. 7 more than 3 years prior)
- Rent to earnings ratio less than 3.0

Unacceptable Criminal Records

Any FELONY conviction or MISDEMEANOR convictions for:

- Theft of property
- Violence
- Drug violations
- Injury to persons
- Damage to property
- Sexual offenses, even if serving deferred adjudication or case pending.

Pets

Pets are allowed in some complexes, with a weight limit of 40 lbs., no more than 20 inches in height. No more than one pet per apartment, upon payment of a pet deposit (amount and policy varies per complex), and execution of a Pet Addendum with approval of Grandview Pointe management.

Age

The minimum age for residents is 19 years.

Guarantors (Co-signers)

Guarantors are required for full-time students who do not qualify on their own. A guarantor can also be used for applicants who have little or no credit. However, a guarantor cannot be used to cover bad credit.

Non-U.S. Citizens or Residents

Non-U.S. citizens or residents do not have to furnish verification of credit standing or previous residency, but must have verified employment and earnings of at least 3-4 times rent, unless they are full time students, in which case income of 3-4 times rent and student status must be verified.

Occupancy Limitations

Varies with complex.

No Discrimination

We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin.