

CRITERIA FOR TENANCY

1) OCCUPANCY POLICY

- a. Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet space for clothing.
- b. Typical occupancy standards permit two people per bedroom.
- c. An exception to the occupancy standard can be made if an infant will be staying with his/her parent or other adult(s) having legal custody of the child.

2) APPLICATION PROCESS

- a. Complete the application for the unit you are interested in.
- b. **ALL APPLICATIONS MUST BE TURNED IN IN-PERSON BY THE APPLICANT**
- c. A \$ 55.00 screening fee paid in CASH or with a Money Order will be required before processing your application. The screening fee is the cost of ordering a resident screening report. Screening entails verification that individual application meets the requirements listed below. All prospective Tenants of Delta Management must complete and pass a background check before be considered for tenancy.
- d. It may take up to 3 business days to complete the verification process.
- e. If the application is approved and you accept the available unit, you will be required to:
 - 1) One business day after your application is approved, the deposit must be in our office to hold the unit for you. The deposit will be Non – Refundable if you do not sign a lease. After your lease is signed the deposit will change to fully refundable as to the terms of the lease.
 - 2) Sign a rental agreement in which you will agree to abide by all the rules and regulations; and 1st full month's rent up front.
- f. If the application is approved and you decide not to rent or the application is denied, you will forfeit your \$ 55.00 non-refundable screening fee.

3) GENERAL REQUIREMENTS

- a. Positive identification with a picture will be required.
- b. **A complete and accurate application listing current or at least one recent third-party rental reference will be required. Rental history must be from a non-related third party. References from parents, family members or friends will not be accepted. If you do not have not have a third-party reference from a legitimate landlord, your application will not be accepted.**
- c. Each individual over the age of 18 will be required to submit their own application, this applies to married couples as well,
- d. Primary applicants must be eighteen years of age or older, have previous verifiable third-party rental history, provide proof of income and demonstrate credit worthiness.
- e. Inaccurate, fraudulent, or unfavorable information discovered for any individual applicant may result in denial of all applications for the household.

4) INCOME REQUIREMENTS

- a. Monthly household income will be verified and should be at least 2.5 times the stated monthly rent. Single individuals applying to live in the same household must qualify separately at 2.5 times the monthly rent.
- b. A current paycheck stub showing wages year to date or other proof of income will be required when submitting this application.
- c. Unemployed applicants will be required to provide proof of verifiable income. (Examples of verifiable income may be but are not limited to: Unemployment Wages, Bank Accounts, Alimony/Child Support, Trust Accounts, Social Security, Welfare, Grants/Loans).
- d. Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns.
- e. **If you have not been on your current LOCAL job for at least 6 months, your application will not be accepted.**
- f. You will be denied if your source of income cannot be verified.

5) RENTAL REQUIREMENTS

- a. At least 1 year of recent, positive verifiable rental history from a third-party reference will be required.
- b. Home ownership will be verified through the county tax assessor's office. Mortgage payments must be current to reflect positive rental history.
- c. 5 years of eviction free rental history will be required.
- d. Negative rental histories will be grounds for denial.

6) CREDIT REQUIREMENTS

- a. **Good credit will be required.**
- b. Outstanding bad debt (i.e. Slow pay, Collections, Bankruptcies, Repossessions, Liens, Judgment & Wage Garnishment programs) being reported on the credit bureau and any collections being reported on the credit bureau may result in denial.
- c. Bankruptcy will result in denial.

7) CRIMINAL CONVICTION CRITERIA

- a. Upon receipt of the rental application and screening fee, landlord shall conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of **any crime. A conviction or convictions for any felony, or misdemeanor involving theft, dishonesty, assault, intimidation, drug related or weapons charges shall be grounds for denial of the rental application.**
- b. Open criminal cases or outstanding warrants in the above categories will require the application to be held until the courts make final resolution. Normal processing will continue at such time.

8) DISABLED ACCESSIBILITY

Delta Management allows existing premises to be modified at the full and complete expense of the disabled person if the disabled person agrees to restore the premises at their own expense to the pre-modified condition. Delta Management requires:

- a. The applicant to seek the landlord's written approval before making modifications.
- b. Reasonable assurance (in writing) that the work will be performed in a workmanlike manner.
- c. Reasonable details regarding the extent of the work to be done.
- d. Names of qualified contractors that will be used.
- e. Appropriate building permits and the required licenses must be made available for inspection by the landlord.

WHEN SUBMITTING THIS APPLICATION, PLEASE MAKE SURE YOU HAVE:

- 1) \$55.00 Cash or Money Order payable to Delta Management, this is for the required Credit & Background Check (This fee applies for anyone 18 or older).
- 2) A valid ID or Driver's License
- 3) Contact information for previous landlords (Must be within past 5 years & from a third party)
- 4) Proof of income or some valid documentation showing your year to date income. Generally a paystub will do. If you do not receive paystubs then a computer print-out from your employer, bank statements showing your pay being deposited into your account on a regular basis, or last year's tax returns will be acceptable.
- 5) In most cases, a valid Social Security number will be required to make a determination, if you do not have a valid Social Security number it is likely that your application will not be accepted.