

RESIDENT SELECTION CRITERIA



Effective July 15, 2023

Welcome! Before you apply to lease a property from our company, please take the time to review our Resident Selection Criteria. The following procedures were created to ensure all applicants are treated equally. If you feel you meet the guidelines for qualifying, we encourage you to apply. You must have the following documents before your application can be **Accepted and Processed**:

- Completed application (all requested information must be provided) | *Every person 18 years of age or older, must have a separate application*
- Proof of income (example of income is listed below under “Financial Standard”)
- Pay \$30 Non-Refundable application fee per application (Money Order Only)
- Copy of United States Government Issued ID

Below are the rental criteria we use to screen applications:

FINANCIAL STANDARD: Applicants must make a combined minimum of 35% of the monthly rent in gross income as a household, to be considered. Applicants must provide verification of legal income sufficient to meet the rent to income ratio. Examples of verification include, but are not limited to, last two paycheck stubs, payroll print out from employer, previous year’s personal tax return, last 2 personal bank statements, proof of government income (such as Social Security, disability, welfare), proof of retirement income, liquid assets **and paying rent up front for the entire initial lease agreement** (e.g. savings/bank account, stocks), proof of spousal and/or child support (**consistent through a government agency**), or any other legal, verifiable income.

CREDIT CHECK: We must run our own credit/criminal check through AppFolio Application Services. This report shows all court proceedings (including evictions, and judgements) in the United States.

RENTAL HISTORY: We must be able to confirm legitimate rental history. Verifiable rental history is defined by an official written lease agreement between the applicant and a landlord. If you have been previously evicted, owe a previous rental related item or you were asked to move from the residence the application is subject to denial. Applicants may be denied due to excessive damage and/or rental amounts due to previous rental properties.

MOVE IN TIMEFRAME: We do not hold properties. Applicants must be able to move in (with deposit(s)/ prorated rent paid) to property within 3 days from the date the property is available. Please check with office staff on date property would most likely be available.

CRIMINAL BACKGROUND: Any conviction in the last **10 years**, where the offense was for trafficking of narcotics or a charge that could make you a threat to persons or property may be grounds for denial. Criminal Background is reviewed and repeated offenses or charges of violence against others may result in denial.

PETS: Please check with Rental Listing (available at Rental Office) to confirm if pets will be considered. An additional one time non-refundable pet fee of \$300 - \$1000 depending on property and a monthly pet fee of \$15 per pet will be required. Any negative references from previous landlords regarding pets will be grounds for disqualification. The pet must have never hurt someone. By applying for a property, you certify that your pet has never hurt another person and is not a threat to others.

CO-SIGNORS: Co-signors may be considered if any applicant is does not have enough monthly gross income, or inadequate rental history. Co-signors must submit a complete application, a copy of their United States Government issued ID, pay \$30 non-refundable application fee, and provide proof of income. The co-signor must earn a minimum of 4 times the rent in gross income by themselves and not have any evictions on their credit report.

AUTOMATIC APPLICATION DENIAL:

- Applicant(s) that have **THREE** or more evictions within the last 10 years. (Eviction defined as being expelled from a property)
- Applicant(s) that have been evicted or asked to vacate due to violations of a Lease Agreement
- Discrepancies between rental application and verified information.
- Less than 35% of income as stated in FINANCIAL STANDARD above.

OUR DECISION PROCESS

- Approved = Regular Listed Security Deposit – Matches the Monthly Rent Amount plus pro-rated Rent
- Conditionally Approved = Subject to Double Security Deposit – Matches 2x Monthly Rent plus pro-rated Rent
- Denied = Does not meet Rental Criteria

Homes by Huffman, does not discriminate against any person based on race, color, religion, gender, national origin, familial status or disability. We comply with all federal, state, and local laws concerning Fair Housing.

APPLICATION PROCESS



Effective July 15, 2023

If you fully complete the application and provide us with accurate contact information for your current and/or previous landlords, we can usually process your application in 1-3 business days. You will be contacted upon determination of approval or denial.

Our online rental application process takes less than 10 minutes.

1. Please review the Resident Selection Criteria.

Make sure you meet the qualification requirements to rent from Homes by Huffman.

2. Find Your Ideal Home for Rent

Find the property by visiting our websites at www.HomesbyHuffman.com

3. Apply for a Rental Property*

Click the “Apply Now” button on the rental property you want

*Some properties are not listed online until maintenance work has been started, please discuss how to apply with our office team.

**For those without computers or mobile devices that have internet access, you may always pick up a paper application at your convenience.

REMEMBER: The Homes by Huffman application process has been designed to be very easy. If you have any questions during the process call our office directly at 812-508-6683. You can always start an application and save it for later.

A NOTE ABOUT APPLICATION FEES: Please note that there is an application fee per adult over 18 years of age that is going to be living at the property for rent. These application fees are non-refundable regardless of the outcome of your application.

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Homes by Huffman LLC

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