

**RESIDENT ACCEPTANCE POLICY
PARKWOOD PROPERTY MANAGEMENT, INC. (PPMI)
We are unable to accept reusable tenant screening reports (portable reports).**

PURPOSE

1. To provide a standardized guideline for admitting residents to properties managed by PPMI.
2. To ensure that all applicants are treated fairly and equally.
3. To eliminate the possibility of discrimination in rental decisions.
4. To ensure that only responsible tenants, who will pay rent on time and maintain the rental property, are accepted at PPMI properties.

SCORING

Each applicant's screening report shall be reviewed for two types of adverse information: **NEGATIVES AND TERMINALS**. If three or more **NEGATIVE** items are found in a report, with no extenuating circumstances, the applicant shall be declined. If any one **TERMINAL** item is found, without extenuating circumstances, the applicant shall be declined.

SPECIAL NOTICE TO ALL JOINT APPLICANTS: All applicants applying for co-tenancy will have a unified application decision. All applicants must qualify individually. If one applicant applying for co-tenancy is denied, all applicants applying with the denied party will also be denied for residency.

CONDITIONAL ACCEPTANCE

In the event that an applicant's screening report contains more than one, but less than three **NEGATIVES**, the applicant may be approved through conditional acceptance with an additional deposit requirement. Applications approved with **EXTENUATING CIRCUMSTANCES** will also be considered conditionally accepted and may require an additional deposit requirement.

NEGATIVES: The following items shall be considered negative items:

- ___ Any credit account that has more than one 30-day late payments in the last three years.
- ___ Any credit account that has any 60-day late payment in the last three years.
- ___ Any credit account that has any 90-day late payment in the last three years.
- ___ Any credit account that is currently rated more than 30 days late.
- ___ Any credit account which is rated as having gone to collection.
- ___ Any collection, judgment, bankruptcy or lien.
- ___ Any landlord reference that includes more than one late rent payment in the past 12 months.
- ___ Any instance of a damage deposit which was not returned due to damage to the rental unit.
- ___ Any instance of proper Intent to Vacate notice not being given to a landlord.
- ___ Any instance of a lease being broken by the applicant.
- ___ Any employment situation which is temporary or seasonal in nature, or in place less than 6 months.
- ___ Any bank reference which shows more than one NSF check in the previous 12 months.
- ___ Any written notices for complaints from current or previous landlords.
- ___ Any landlord reference that cannot be verified.
- ___ Any applicant with less than 2 years previous rental history (not including friends or relatives as references).
- ___ Any past due debt of \$100 or more.

TERMINALS: The following items shall be considered terminal, and shall be sufficient to decline application:

- ___ Any open bankruptcy (a bankruptcy to which new claims can still be added).
- ___ Any collection filed by a property management company, landlord or mortgage company.
- ___ Any collection filed by a utility company (electricity, gas, water, sewer, refuse)
- ___ Any eviction or Unlawful Detainer action.
- ___ Any current 3-Day notice.
- ___ Any income level (or combined income level, in the case of married applicants, but not in the case of CO-applicants) which is less than three times the rent, or tenant portion of the rent when applying w/ subsidy program, of the unit applied for.
- ___ Any instance where income of at least 3 times the rent, or tenant portion of the rent when applying w/ subsidy program, cannot be verified.
- ___ Any charge/conviction for the selling of drugs, or possession of drugs with intent to sell.
- ___ Any charge/conviction for any crime against a person or property.
- ___ Any employment reference which states that the applicant will be terminated in the near future where the potential income drops below the minimum qualification requirement.
- ___ Any gross distortion of the truth by the applicant on the written application.
- ___ Any incomplete application.
- ___ Any undisclosed previous addresses.
- ___ Any non-response from the applicant for additional information after one day.

EXTENUATING CIRCUMSTANCES:

- **Medical Bills in Collections**
- **Student Loans in Collections.**
- **Foreclosure or Pre-Foreclosure Status on Mortgage.**
- **Criminal History**

Should you feel that your situation warrants special consideration due to some extenuating circumstances other than those listed above, you may submit your request for consideration in writing with your application. This request must be made prior to completing the application process and must include an explanation of your circumstances and any supporting documentation necessary.

In the event your application is denied and you wish to dispute the denial, you must put your dispute in writing. Denial Disputes will not be discussed on the telephone or in person. The rental premises will not be held off the market during the denial dispute.

ANTI-DISCRIMINATION: No applicant shall be declined residency on the basis of their race, sex, religion, marital status, familial status, age, or by any other method of discrimination by treating one person or group different than other persons or groups who have the same characteristics, or by any laws, legal codes or regulations that prohibits discriminatory practices.

I have received and reviewed a copy of this policy with my application. I understand that I am paying a non-refundable fee of \$50.00 per application. I understand this fee is based on the average cost of the screening process. However, PPMI may realize a minimal profit or loss on this transaction.

APPLICATION AGREEMENT: This application is preliminary only and does not obligate PPMI/Owner/Appfolio to execute a lease or deliver possession of the proposed premises. I have received notification in writing that my application for tenancy is also a request of an investigative consumer report that includes information as to my character, general reputation, personal characteristics and mode of living.

I understand that I acquire no rights to the rental unit until I sign a rental agreement with PPMI and make a security deposit.

Upon approval/ conditional acceptance of my application, I understand that I will be required to pay the holding fee/ security deposit assigned to the unit I am applying for by 5 pm the following calendar day to secure the home. I acknowledge that PPMI will only hold a home for 7 days from application approval and/or availability date in the event of pre-leasing.

I HAVE READ AND AGREE TO THE PROVISIONS STATED ABOVE:

APPLICANT

DATE

APPLICANT

DATE