



RENTAL QUALIFICATION POLICY

1. **APPLICATION FEE:** \$50 per occupant over 18 (non-refundable)
2. **CREDIT DISCLOSURE:** Agent may disclose information about applicants' credit history to the Landlord. Applicant is entitled to a copy of any credit information utilized in making the decision regarding an application. Rejections will be in writing.
3. **INCOME REQUIREMENTS:**
 - A. All income considered must be verifiable. We reserve the right to require documentation including Tax Forms 1040, W-2 Statements, Schedule C, 1099, etc.
 - B. Types Considered:
 1. Wages, Salaries, Dividends, Reported Tips from any lawful profession or occupation;
 2. Court Ordered Alimony & Child Support
 3. Social Security, Annuities, Pensions
 - C. Only verifiable income from persons over the age of 18 years who sign the lease will be considered
 - D. Co-signors may only be considered if qualified, related to the applicant and a resident of the State of Maryland or Washington, DC. Co-signors may be used to help meet income requirements, but cannot be used to overcome credit problems. The applicant must meet 75% of the income requirement without the use of a co-signor before co-signor may be considered.
 - E. Minimum Income Levels:
 1. WEEKLY income at least 75% of monthly rent.
 2. Rent plus other debt payments may not exceed 1.8 times the WEEKLY income.
 - F. Applicants short income may increase the security deposit to two months' rent, thereby decreasing the income requirement by 25%
4. **RENTAL REFERENCE** - Cause for denial
 - A. Damage claims in excess of 20% of the monthly rent charged or any unpaid damage claim:
 - B. Any prior lease violations (i.e.: unauthorized pets or occupants, illegal activities)
 - C. Subjective view of the prior landlord may be considered such as "tenant was very disagreeable", "tenant was uncooperative", "tenant could not get along with neighbors" or "there have been a lot of complaints"
 - D. Prior rental experience is not required, but preference will be given applicants who have favorable rental experience
5. **EMPLOYMENT REFERENCE**, if applicable
 - A. Employment must be considered permanent or contract for at least the duration of the lease.
6. **CREDIT RATING**-Cause for Denial
 - A. Bankruptcy, Repossession, Foreclosure or Eviction within past 2 years. (reduced to 1 yr if no credit problems since and security deposit increased to two month's rent)
 - B. Unpaid Liens or Unsatisfied Judgments
 - C. more than 1 suit for non-payment of rent in the past 12 months.
7. **ORDER OF APPLICANT CONSIDERATION**
 - A. Applications processed upon receipt Monday through Friday.
 - B. The first application received which meets the criteria for approval will be accepted.
 - C. Notice of acceptance will be given applicant by phone. The property will remain available to other applicants until a deposit is received from an approved applicant and a lease is signed. Properties cannot be held.
 - D. In the event of a delay in the processing of an application due to unavailable information, an application received later may be approved first. It shall be the responsibility of the applicant to be sure adequate information is provided to Agent to permit verification of all income and acquisition of rental reference.
8. **RENTAL POLICIES**
 - A. Pets are not permitted (except as designated on a particular property by the property owner). If pets are permitted, preference shall be given applicants who do not have pets and extra security deposit money may be required.
 - B. Tenants are required to perform minor maintenance, where permitted by law, all of which will be outlined in the lease.
 - C. Tenants are required to purchase Renter's Insurance.
 - D. There is no requirement for occupants to be related. Applicants are considered equally without regard to race, color, religion, creed, national origin, sex, familial status, physical or mental handicap or disability, source of income (where required), age, ancestry, sexual orientation, or the presence of children. Individuals may not be removed from groups once the group application is submitted.
 - E. We do not rent to full time students who do not provide their own financial support (except where required by law)
9. **OCCUPANCY RESTRICTIONS** (in the absence of a policy from the individual property owner)
 - A. Limit: 2 persons in any efficiency or one bedroom unit
 - B. Limit: 1 person in any bedroom under 105 square feet.
 - C. Limit: 2 persons in any bedroom under 140 square feet.
 - D. Rooms less than 70 square feet may not be occupied as bedrooms nor may any other room not meeting fire and safety regulations