

# Tenant Screening Requirements

WayPoint Residential Management (WRM) utilizes the policies and procedures outlined below as “Level One” applicant screening requirements. When an applicant does not fall within these minimum screening requirements, they may be categorized as a “Level Two” applicant and may be approved on a conditional basis due to extenuating circumstances, at the sole discretion of WRM. From time to time a rating that might otherwise warrant rejection or a co-signer may be disregarded in favor of one or a combination of the following additional requirements: an increased rental rate, additional pre-paid rent or deposits, a co-signer/guarantor and/or mandatory participation in our auto recurring electronic lease payment program. Applicant screening guidelines are always utilized without regard to race, color, sex, religion, national origin, familial status or handicap.

## APPLICANT SCREENING - LEVEL ONE STANDARDS

<b>Income Requirements</b>
<ul style="list-style-type: none"> <li>• Minimum FICO Score of 685</li> <li>• Monthly income must be 3 times rent amount and total monthly debt payments</li> <li>• Monthly obligations must not exceed 80% of income</li> <li>• Must have a minimum of one year with current employer at substantially the same income now earning, or a minimum of three years in the same field with substantially the same income level and no more than two employers within the past three years.</li> <li>• Must have favorable reference from employer on likelihood of continued employment</li> <li>• Self-employed applicants or those who receive more than 25% of their income in the form of commission must demonstrate substantially the same income for the past two years and may be required to submit a certified copy of most recent tax return and/or bank statements for the past two years. Only income stated on the tax return may be used for qualifying.</li> <li>• Military members may not sign a lease for a term longer than their current enlistment term or the length of time remaining at their current duty station.</li> <li>• Full-time students who fail to meet the minimum employment requirements will require a guarantor. However, this requirement may be waived if the applicant has obtained a masters or advanced degree or holds a professional designation and has full-time employment at the time of application</li> <li>• Unemployed applicants must provide proof of sufficient income to qualify for the rental property, and reasonable certainty that such income is likely to continue for the entire lease term.</li> </ul>
<b>Rental and Credit History</b>
<p><b>Rental History</b></p> <ul style="list-style-type: none"> <li>• Applicant must have a minimum of two years of rental or mortgage history within the five years</li> </ul>

immediately preceding the rental application.

- Proposed rent must be no more than 25% greater than the applicant's prior rent or mortgage payment.
- Credit search must contain no derogatory rental information, judgments or collection accounts from a former landlord within the preceding five years whether paid or unpaid.
- Not more than one late rent payment in the past two years is allowed and it must not have been more than fifteen days late.
- Rental references must indicate that all the terms of prior lease were met including proper notice to vacate.

## **Credit History**

- Applicant must have an active checking account.
- Applicant must have at least two accounts on their credit report which have been open for at least two years and which have been paid on time.
- There must not be a bankruptcy within the past two years and new credit must have been established since any bankruptcy (at least one installment loan or credit card) and have been paid as agreed for at least 12 months.
- There must be no unpaid judgments or collection accounts, and not more than two paid judgments or collection accounts within the preceding 24 months except that special consideration may be granted at Agent/Owners sole discretion for small medical judgments or slow payments on student loans, if it is determined that there are enough other favorable credit references to outweigh these.
- No more than two late payments allowed (greater than 30 days past due) on any installment loan or credit card within the past year.
- Each applicant must have a credit score, as determined by a mortgage model inquiry, of 685 or greater. Married applicants may use an average of each spouse's score, provided that neither spouse has a score below 550.
- No criminal history, civil actions or prior evictions allowed.

## **References/Other**

- Any previous landlord must be verified and a favorable reference given.
- Animals allowed on a case by case basis with additional pet rent. Applicant must have owned the pet at least one year and pet is at least one year old (no puppies or kittens).
- Applicants must be 18 years of age or older and must submit a separate application.
- Appoved tenant must be willing to take possession and begin paying rent for the property no more than two weeks after the date on which the property will become available for occupancy.
- Lease term is a minimum of 12 months, unless the property has been listed as being available for a shorter term.

## Guarantors/Co-Signors

- Minimum FICO Score of 685
- Monthly income must be 5 times rent amount and total monthly debt payments
- Monthly obligations must not exceed 80% of income
- Must have a minimum of one year with current employer at substantially the same income now earning, or a minimum of three years in the same field with substantially the same income level and no more than two employers within the past three years.
- Must have favorable reference from employer on likelihood of continued employment
- Self-employed applicants or those who receive more than 25% of their income in the form of commission must demonstrate substantially the same income for the past two years and may be required to submit a certified copy of most recent tax return and/or bank statements for the past two years. Only income stated on the tax return may be used for qualifying.
- Unemployed applicants must provide proof of sufficient income to qualify for the rental property, and reasonable certainty that such income is likely to continue for the entire lease term.
- Bankruptcy permitted if cleared
- No criminal history, civil actions or prior evictions allowed.