

# Your Neighborhood Realty, Inc.

## Property Management Division

### Application Screening Policy

Your Neighborhood Realty, Inc. is a licensed brokerage in Colorado and is proud to do business in accordance with the Federal and State Fair Housing Laws and provides service to all parties regardless of Protected classes in housing include Race, Color, Religion, Creed, National Origin/Ancestry, Sex, Disability/Handicap, Sexual Orientation, Marital Status, and Familial Status.

Your Neighborhood Realty represents the interests of the property owner for which it manages on any property an application is related to.

#### □ Applications

Applications are \$50.00, and an application is required for every adult over the age of 18 who intends to reside at the property. This application covers credit, criminal background, landlord and income verification. We will contact listed references.

All applications are run concurrently. We do not do first-come-first serve. If you qualify, but a competing applicant is approved over you, we can transfer your application to any **qualifiable** property.

Please be prepared to submit supporting documentation including, but not limited to valid identification, proof of income, residential history, references, and contact information.

**Incomplete applications will be rejected.**

#### □ Pet Policy

You will be required to complete a pet screening profile, regardless of whether you have pets or not. If you do have pets, please list them on your application. We ask that you wait for **conditional approval** to complete a pet screening profile as it is conducted through a third-party at an additional cost to you of \$25.00 per pet.

Please review our pet policy document [<LINK>](#) for more information.

#### □ Portable Tenant Screening Report [PTSR]

If you have a Portable Tenant Screening Report (PTSR), click here [<LINK>](#) for procedure.

## The following are the minimum criteria used in application screening

**Credit Score** - 575 or above.

**Income** - Documentable income with a minimum of 2x rental rate.

### ***Cosigners***

If an applicant does not meet the minimum credit and income requirements, they may be eligible to apply with a cosigner. The cosigner must meet the required minimum credit and income standards to qualify.

A cosigner must be financially responsible.

Must have a minimum credit score of 650+

Must make 4x the rental rate.

### **Felony Criminal Background Check**

At no time will we approve tenants with the following felony convictions:

- ❑ Convictions related to methamphetamine production or distribution.
- ❑ Convictions which require the person to be registered as a sex offender.
- ❑ Convictions related to homicide or stalking.

**Prior Evictions** - Any evictions in the last 3 years are cause for decline. Older evictions will be handled on a case-by-case basis.

**Other Areas of Evaluation** - Include, but are not limited to; temporary or seasonal employment, employment history, pending bankruptcies, judgments, misrepresentations on application, etc.

**Your Neighborhood Realty, Inc. reserves the right to decline any application not fully meeting the above guidelines.**

