

The Littleton Real Estate Company

Rental Application Guidelines

Overview: Our mission is to provide safe housing for our resident clients and to provide a safe investment for our owner clients. One of the most important decisions we make is who to rent to. The Littleton Real Estate Company does not discriminate based on race, physical/mental handicap, color, religion, familial status, national origin, gender, ancestry, creed, or marital status.

Our guidelines are pre-established prior to marketing a vacancy to prevent any kind of discrimination. The grid below should be reviewed prior to submitting an application for rent, and any questions asked in writing and approved by the unit owner. If you have any questions regarding our policies, please ask. If any changes are requested they **must** be referenced in writing and approved by the unit owner. There are no exceptions to this rule.

Criminal	Credit	Income	Rental References or Ownership
*No felonies *Any conviction or arrest for a misdemeanor that involves violates, gang related crimes, possession of a weapon, drugs, theft, assault, or is related to apartment living	* 2 lines required * 70% positive (if credit does not pass see * below)	* Must be at least 3 times the monthly rental rate	* 2 years of positive rental history from a non-relative * 1 year minimum for each applicant *Current Mortgage (if rental/ownership does not pass see * below)

***REQUIRES OWNER APPROVAL** (some owners will approve credit below 70% positive with certified rent payments each month – some owners will negotiate a double deposit for late payments on rental/mortgage history. **This must be approved by a Property Manager before application is approved.**

INCOME	RENTAL/ MORTGAGE HISTORY	CREDIT	CRIMINAL	WHAT WE'LL NEED
OK	OK	BAD	OK	NO CHECKS/ CERTIFIED FUNDS ONLY*
NONE	NONE	NONE	OK	CO-SIGNER OR DOUBLE DEPOSIT
NO	OK	OK	OK	CO-SIGNER
OK	BAD	OK	OK	DENIED/ DOUBLE DEPOSIT*
OK	OK	NONE	OK	NO CHECKS/ CERTIFIED FUNDS ONLY
OK	NONE	OK	OK	CO-SIGNER/ DOUBLE DEPOSIT/ CERTIFIED FUNDS

CO-SIGNER MUST HAVE 3X INCOME, 70% POSITIVE CREDIT, & GOOD RENTAL HISTORY OR MORTGAGE PAYMENT HISTORY, & NO CRIMINAL

Credit – we will consider all accounts in the Current Debt section of the report. Of the total number of lines of credit, we look that 70% of the lines are current accounts. Collection Accounts – If a collection account BEGAN less than two years ago or has an outstanding balance we will include that record. If you owe an apartment community or landlord money it is an automatic denial. It will be the owner's final decision to approve or deny based on credit (other than rental related collections). Bankruptcy's must be discharged or closed.

Foreign Nationals – Income and rental history must be verified. Green cards are not required for property rental, but you must have a valid ITIN or valid Social Security number.

Corporate Leases – Companies must pay an application fee, and have 70% positive credit. Employers of tenants may be added to the lease as long as they have an agent of the company sign as well as the tenant.

Section 8 or Financial Assistance Applications – Vouchers for assistance can be used to reduce the rental rate qualification. Example: Rent is \$825.00, voucher is for \$700.00, the applicant must qualify for a rental rate of 125.00. Requirements of credit and history apply. If applicant has no credit we will waive double the deposit as long as they have a good rental history. **Each individual owner must approve of and accept this program! Not all owners do approve of and accept this program, so please be sure to ask prior to submitting an application.**

CRIMINAL BACKGROUND CHECKS – A criminal background check will be conducted on every applicant over 18 years of age. Any of the following will be a basis for rejection of an application:

- Any conviction of a felony or any conviction, any arrest for a misdemeanor within the last 3 years including, but not limited to those that involve violence, gang related crimes, possession of a weapon, drugs, theft, assault or is related to a rental property. No more than 2 DUI's in the last 5 years

ANY VARIANCE FROM THE ABOVE MUST BE APPROVED BY THE OWNER OF THE PROPERTY.

Applicant Signature

Date

Applicant Signature

Date