

## TENANT SCREENING AND RENTAL CRITERIA

At West Prairie Village MHP we are looking for tenants that pay their rent on time and abide by all rules and regulations. It is our policy to accept the first qualified applicant for tenancy for a given space.

West Prairie Village MHP will not accept a comprehensive reusable tenant screening report.

**Fair Housing Statement** West Prairie Village MHP is committed to following the letter and spirit of the Federal Fair Housing law by respecting the diversity and differences within our customer base by providing equal professional service to all, without regard to race, color, religion, sex, handicap, familial status, national origin or other protected status.

**Application Fee** \$31.00 Non-Refundable application fee per applicant age 18 or over.

**Application Requirements** Every person 18 or over must complete an application and provide a valid form of identification. Application must be filled out completely and accurately. An incomplete application may be rejected. Any misstatements or omissions made on the application is grounds for denial or termination of the lease. All information must be legible and verifiable. If information given on the application cannot be verified, the application will be denied.

Applications will not be accepted from applicant(s) who appear intoxicated by alcohol and/or drugs during the application process. Applications will not be accepted from applicant(s) who are hostile, threatening, lewd, obscene or vulgar during the application process. Obscene, lewd, vulgar, harassing or threatening behavior shall be grounds for terminating the screening process and refusal to accept application.

**Income/Employment History** Combined gross income of applicants and co-signers must be three times the rent. All sources of income must be verifiable through employer pay stubs, tax returns and/or bank statements, etc. Applicants should have a minimum of 6 months employment with current employer. Unemployment will not qualify.

**Criminal History** Conviction, guilty plea or no-contest plea for crimes that could be deemed harmful or threatening to the health, safety or welfare of an individual, the rental property, neighborhood or property of others within the last 5 years may be grounds for denial. A conviction, guilty plea or no-contest plea for the manufacture or distribution of drugs within 5 years may be grounds for denial. No convicted sex offenders are permitted. In matters relating to criminal conviction history, circumstances that may be considered include: age of individual at the time of conduct; evidence of good tenant history before or after conviction, evidence of rehabilitation efforts, nature and severity of offense(s) and/or number of similar past offenses or lack thereof. Pending charges or outstanding warrants for any of the above will result in the application being put on hold until charges are resolved. Properties will not be held off market while awaiting resolution of pending charges.

**Housing History** Applicants must have a positive rental history. Applicants must have at least 6 months verifiable rental or mortgage history from a non-relative. Where less than 6 months, a co-signer may be required. Refusal of a prior landlord to give a reference or a negative reference may result in denial. If, after a good faith effort, we are unable to verify your rental history, we reserve the right to deny your application. Unlawful detainers or evictions is a basis for denial if less than 5 years old. Any person who has been evicted, moved out of their home as a result of a violation notice to avoid eviction, did not fulfill all requirements of agreements with their landlord will not be allowed admittance back into the community as a Tenant or Occupant.

**Credit** A positive credit history is required. A record of accounts which have been submitted for collection or accounts which reflect delinquencies of 60 days or more may result in denial.

**References** Application may be denied if present or prior landlords report a pattern of significant complaints or non-compliance with rules and regulations such as: repeated disturbance of the peace of neighbor(s); gambling; prostitution; drug use, distribution or manufacture; damage of real or personal property; violence or threats of violence to landlords, neighbors or others; allowing persons not on rental contract to reside in, on or about rented premises; failure to give proper notice of termination of tenancy; or failure to leave rented facilities in a clean and rentable condition, with the exception of normal wear and tear. Application may be denied if rental reference includes more than one late payment or more than one NSF check.

**Occupancy** Maximum number of residents equals two persons per bedroom plus one unless state, city or county laws stipulate otherwise. Home-based businesses are not allowed (for example: home daycare business or hair salons). Move-in monies must be paid by cash, money order or cashier's check.

**Pets** Our insurance policy does not allow dangerous breeds on the Premises at any time, specifically to include but not limited to Rottweiler, Chow, Pit Bull, Bull Terrier, Staffordshire Bull Terrier, Doberman Pinscher, Great Dane, Presa Canario, Akita, American Bulldog, Bandog, Boerboel, Dogo Argentino, Fila Brasileiro, Tosa Inu, Wolf, Wolf-Hybrids, etc., or any mixed breed including one of these breeds in its lineage, and/or dogs with a history of aggression towards a human being or animal. No wild or exotic animals, including but not limited to pythons, boa constrictors, wild cats of any kind, rats, wild dogs of any kinds, monkeys, apes, chickens, goats, or pigs, etc. See management for additional information on pet policy. If approved, there is a \$150.00 Non-Refundable Pet fee per pet and a \$100.00 Pet Deposit per pet.

**Lot Deposit** \$400 Lot Deposit required prior to move-in.

**Alternative Criteria** If you do not meet all of the above criteria, your application may be reconsidered with other options such as a co-signer, additional deposit, or automatic monthly rent payments.

Copies of the Community Rules and Regulations as well as the rental agreement forms are available from the manager should you wish to review them prior to tendering your application for tenancy.