



# Resident Selection Criteria



Lighthouse Property Management and Realty, LLC does business in accordance with the Fair Housing Act, and does not discriminate on any basis prohibited by law, including but not limited to sex, sexual orientation, marital status, race, color, ancestry, national origin, religion, age, familial status, disability, or source of income. Lighthouse Property Management and Realty, LLC is the managing agent for many separate owners; therefore, **policies at each property may vary** depending on the particular association or owner’s preference.

1. All prospective occupants 18 years of age or older must submit a fully completed, dated and signed rental application. Applicants must provide proof of identity, which includes a government issued photo ID and social security card. A non-refundable application fee will be required for all applicants. Applicants may be required to be approved by a condominium/homeowner’s association any may have to pay an additional application fee and/or an additional security deposit.
2. Applicants must have a combined gross income of at least three (3) times the monthly rent. We reserve the right to require a co-signer/guarantor, who must have a gross income of at least six (6) times the monthly rent. A minimum of two (2) years rental history is required.
3. Credit history and Civil Courts Records must not contain evictions within the past five (5) years or outstanding landlord debt. Owner/agent reserves the right to require additional deposit or decline the applicant based on other negative information.
4. Self-employed applicants may be required to produce, upon request, two (2) years of tax returns or IRS Form 1099s and/or bank statements and non-employed individuals must provide verifiable proof of income. All sources of other income must be verifiable if needed to qualify for a rental unit.
5. Criminal records must not contain convictions for: misdemeanors for crimes involving violence, assault or battery, drugs, and/or firearms; felonies within the past five (5) years and no sexual offenses ever. In the event that a record indicates “adjudication withheld”, “nolle prose”, or “adjudication deferred”, further documentation may be required and applicant may be denied on this basis.
6. Previous rental history reports from landlords must reflect timely payments, sufficient notice of intent to vacate, no complaints regarding notice, disturbance or illegal activity, no unpaid NSF checks, and no damage to the property or failure to leave the property clean and without damage at time of lease termination.
7. Pets are permitted only on certain properties at the sole discretion and approval of the owner. If the pet is approved, a non-refundable pet fee of \$175.00 is required. The fee and/or deposit amount may vary from house to house. Breed restrictions apply. Fees and deposits are waived for medically necessary pets.
8. The number of occupants must be in compliance with HUD standards/guidelines for the proposed property.
9. We may require a holding or good faith deposit to be collected to hold the property off the market. In the event the application is approved and the applicant fails to enter into a lease, the applicant shall forfeit the deposit. In the event the application is approved, this deposit shall be applied to the required security deposit. **INITIALS** \_\_\_\_\_
10. Our company policy is to report all non-compliances with the terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.
11. Any exceptions to our company’s criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is given for such exceptions, additional security deposit, co-signers, and/or additional advance rent payments may be required.

**I HAVE READ, UNDERSTAND, AND AGREE TO THE PROVISIONS AS STATED ABOVE**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Agent Name: \_\_\_\_\_

Property Address: \_\_\_\_\_