



INTEGRITY • EXPERIENCE • RESULTS

Resident Criteria

The policy of H I Management is to thoroughly evaluate every application for an apartment at our communities. Each applicant for an apartment home must qualify on his/her own account. Management reserves the right to deny any application based on an unsatisfactory landlord reference, credit history, employment verification and criminal history. In addition, we are required to perform due diligence that ensures all applicants meet the criteria as outlined in Section 42 of the Internal Revenue Code.

Our staff will request a copy of your credit report through a credit-reporting bureau. We will also request and review residency verifications, employment/income verifications and criminal history reports. We shall make a final decision regarding the approval or disapproval of your lease application based upon information received. By law, we are not allowed to give you a copy or share information with you regarding your credit report. You may contact the credit-reporting bureau to request a copy of your credit report.

We will evaluate the following:

1. Credit History: A full credit history will be requested. Your application may be denied if your credit history reflects an unsatisfactory payment habit and/or foreclosure of mortgage or eviction from a house or apartment for any reason. All outstanding debts to utility companies must be paid and proof of payment must be shown before applicant will be accepted to the community. An unsatisfactory credit report may require a security deposit and or co-signer.
2. Landlord Reference: Applicants must provide the name, address and telephone number of all current and previous landlords. Any applicant with a history of eviction, delinquent rent, damages or failure to follow community rules and regulations may not be accepted. All applicants must have a previous landlord other than a relative. Without a landlord reference, a security deposit and or co-signer will be needed to qualify for the apartment.
3. Criminal History: Applicants with any known previous felony conviction or misdemeanor convictions for crimes of dishonesty, violence or illegal drug activity, will not be accepted. Must provide either a Social Security number or a Federal tax ID number to adequately process criminal history report.
4. Income: Applicant cannot exceed the maximum allowed income per the IRS Section 42 guidelines. Income includes, but is not limited to, Social Security, pensions, retirement accounts and other assets. Our policy is that all applicants must make greater than 2½ times applicant's monthly rent. Verification of rental assistance may be required.

It is difficult to project the amount of time required to review your application, since each application is different. If any application is denied, a letter will be sent to the applicant. An applicant may not re-apply for 90 days.

Applicant Signature _____ Date _____

Applicant Printed Name _____