



TENANT SELECTION CHECKLIST

_____ A completed and signed application to be received from each person 18 years of age or older. Everyone 18 years of age or older must be a lease holder.

_____ Sufficient Income – Monthly income is three (3) times the rental amount (married couples' combined income may be used to meet this criteria). For roommate situations, each lessee must show gross income equal to or exceeding two and one-fourth (2.25) times the monthly rental amount.

_____ Verifiable source of income or employment. Unverifiable income will NOT be considered.

_____ Self-employed prospective residents must provide tax returns from the previous 2 years for salary verification.

_____ The same source of income or employment for a minimum of twelve months. Unemployment compensation is NOT considered a qualifying source of income.

_____ Able to pay full deposit and rent requested.

_____ Resides at current address for minimum of twelve months or can provide two verifiable concurrent years of residency with acceptable rental history. A satisfactory rating on the credit report for a mortgage will serve in lieu of rental history.

_____ Gave proper notice to previous landlord.

_____ No prior evictions.

_____ No notices of any kind, from previous landlord, nor deposit withheld because of property upkeep or non-payment of rent.

_____ No notices of any kind, from previous landlord, neighbor complaints or police reports regarding disturbing the peace.

_____ No notices of any kind regarding a violation of a previous rental agreement.

_____ Doesn't owe any unpaid balances to previous landlords.

_____ Those with pets - able to provide proof of license, tags, shots, references & insurance.

_____ No nuisance code violations or health or safety hazards present at applicant's current residence.

_____ A GOVERNMENT ISSUED PHOTO ID BY EVERYONE 18 YEARS OF AGE OR OLDER MUST BE PROVIDED AT THE TIME THE RENTAL AGREEMENT IS SIGNED.

_____ Able to put utilities in your name that you will be responsible for at the rental you are applying for. Utilities to be transferred into your name for the date you are moving in, as soon as a move-in date has been determined.

_____ Has no recent criminal history less than 10 yrs. old. Management reserves the right to deny residency and occupancy for any criminal activity at their discretion. Guarantors / co-signers cannot be used as a substitute for this requirement.

_____ Able to have rent payments paid directly from employer or income provider.

_____ Able to pay additional deposit.

_____ ALL MOVE-IN FUNDS are to be paid in the form of a cashier's check or money order, payable to Townview Realtors. All utilities for which you are responsible, must be transferred into your name by the agreed upon move-in date BEFORE keys are provided. NO exceptions.



No person or persons shall be denied the right to rent because of race, color, sex, religion, familial status, national origin, age, or physical handicap.