



Resident/Guarantor Screening

All occupants 18 years of age or older must submit an application for residency and if approved must sign the lease agreement unless they are a dependent of the leaseholder, in which case only a criminal background check will be processed on the dependent.

ASHWOOD APARTMENTS, LLC employ the services of LandLord Shield to screen prospective residents. Your consumer credit report contains information about you and your credit experiences, such as your bill-payment history, the number and type of accounts that you have late payments, collection actions, outstanding debt, and the age of your accounts. Based upon your credit history, your application will be accepted, rejected or accepted on the condition that an additional security deposit is paid. If your application is rejected or is accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies which provided your consumer information to us. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

Identify Verification

- Government issued photo identification will need to be presented by all applicants and guarantors, if applicable.
- Photo identification must be current and issued by a state or government authority. Acceptable forms of Photo identification include the following:
 - State Issued Driver's License
 - State Issued Photo Identification Card
 - Current United States Military ID card
 - VISA issued by US Immigration and Naturalization Services
 - I-20 Student Visa

Consent to Verify Credit, Criminal Background & Previous Occupancy History

All applicants and guarantors, if applicable, must agree to the following by executing a rental application form:

I hereby consent to allow **Ashwood Apartments, LLC**, through its designated agent and its employees, to obtain and verify my credit information, *including a criminal background search and previous occupancy history* for the purpose of determining whether or not to lease to me an apartment. I understand that should I lease an apartment, **Ashwood Apartments, LLC** and its agent shall have a continuing right to review my credit information, rental application, criminal background, payment history and occupancy history for account review purposes and for improving application methods.

It is our policy not to lease to applicants who have been arrested or convicted of certain felonies or misdemeanors. We have a pre-defined selection configuration which has been provided to our Criminal Search vendor. Prior to final acceptance of any applicant, our Criminal Search vendor will search for criminal background information on each applicant. If a report is found, it will be compared to our pre-selected criteria and a determination regarding whether an applicant meets our criteria will be made. If your application is rejected based upon our pre-selected criteria, you will be given the name, address and telephone number of the consumer reporting agencies which provided your criminal information to us. An applicant rejected for an unsatisfactory criminal background is encouraged to obtain a copy of the criminal report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

Income Verification

Income from each applicant will be combined for a Total Gross Household Income which must be at least three (3) times the monthly rent. Applicants are required to provide proof of income which may be in the form of any of the following:

- Two most **recent** paycheck stubs
- Bank statements showing recurring pay deposits
- Tax Return (e.g. 1040, 1040EZ) or an accountant's certification of income
- Letter from Employer on original Company Letterhead
- Job Offer Letter on original Company Letterhead
- Proof of Trust Income
- Bank Statement Reflecting Balance equivalent to Rental obligation for 1.5 times the lease term.
- Income Investment Statement
- Grant Documentation
- Proof of Social Security, Retirement or Disability Income

Applicant Signature

Date

Applicant Signature

Date