

Amurcon is an equal opportunity housing provider and complies with all federal, state and local laws.

The following is a schedule of required documentation and criteria upon which an applicant is selected. Please note that this is our current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our communities. All residents and occupants currently residing in our communities have met these requirements. There may be residents and occupants that resided here prior to these requirements going into effect. *The property which you are applying will provide you with further information regarding Resident Selection Criteria.*

### **Application**

Each application must be signed giving us authorization to verify the information given. All Applicants are required to provide either a social security number or individual taxpayer identification number issued by the U.S. Internal Revenue Service in accordance with Section 55-248.4 of the Virginia Residential Landlord and Tenant Act, and must have a picture ID. *The property which you are applying will provide you with further information regarding the Application Process.*

### **Age**

All persons eighteen (18) years of age and older must submit a Rental Application, and qualify individually as a Resident. No person over age eighteen (18) or older may reside in the apartment without being approved as a Resident, and listed as a Resident on the Lease.

### **Credit Criteria**

Onesite's scoring system is used to determine credit eligibility at Amurcon properties.

1. Present and Past Credit Reports: Any of the following may be cause for rejection: Credit obligations that are three or more times delinquent, in default, repossessions, or a suit is pending.
2. Chapter 7 and 13 bankruptcies need to be fully discharged.
3. Landlord reserves the right to access credit report within 30 days prior to move in.

*The property which you are applying will provide you with further information regarding Credit Criteria.*

### **Income Verification**

Each Applicant will be asked to provide verifiable information or documentation to support application items. These may include, but are not limited to, "Leave & Earnings Statements", pay stubs, evidence of taxes paid in past years, personal identification, or notarized confirmation of employment.

All verification must be less than 120 days old at the time of move in. Landlord reserves the right to recheck verifications within 30 days prior to move in.

*The property which you are applying will provide you with further information regarding Income Verification.*

### **Child Support**

Child support will only be excluded if we receive a one year record of non-payment from the Department of Child Support Enforcement. Otherwise, the court ordered amount is used. *The property which you are applying will provide you with further information regarding Child Support Verification.*

## **Students**

Verification of Student Status will be necessary if you are applying at a Tax Credit or a Section 8 community. A household in a tax credit community cannot be comprised of all full time students unless they meet the Tax Credit and or Section 8 guidelines.

*The property which you are applying will provide you with further information regarding Student Status Verification.*

## **Legal Alien**

Both credit and criminal screening requirements must be met for legal aliens. Acceptable forms of identification in addition to a valid social security number or a valid taxpayer ID number are one of the following:

1. Permanent Resident Card (From I-551)
2. Valid Employment Authorization Card (Form I-766)
3. Unexpired foreign passport with temporary I-551 stamp.

## **Gifts**

Applicant's only source of income cannot be from a gift. Any money in excess of \$500 must show proof of income received. *The property which you are applying will provide you with further information regarding Gifts.*

## **Employment**

1. Applicant must have continuous employment for at least 3 months at the time of application. If employment is less than 3 months, Applicant may be required to pay an additional security deposit. *The property which you are applying will have further information regarding additional deposits.*
2. We will waive the above (1) if applicant has a credit score of Pass and a good rental reference. Cannot have a history of filed judgments or money owed to a landlord.
3. Employment will be verified by our forms filled out by the Employer. Applicants may be required to provide 4-6 consecutive pay stubs from Employer.
4. Individuals who work for Temporary Agencies must have worked for the same agency for 3 months.
5. If employed by a company the employment verification must be mailed or faxed. If faxed, the company's name must show on the fax received. If the name of the company does not show, a signed cover sheet must accompany the verification.

*The property which you are applying will provide you with further information regarding Employment Criteria.*

## **Self Employment**

Self-employed applicants must be employed in the same business for one complete tax year in order to process their application and must provide a full year tax return for their business, including a Schedule C. *The property which you are applying will provide you with further information regarding Self Employment Criteria.*

## **Rental History**

If applicable, all applicants must have a positive rental reference and/or mortgage rating. The application will be rejected for any of the following:

1. Any record of an unapproved early termination of a prior lease.
2. Any history of eviction.
3. Any record of disturbances of neighbors, destruction of private or public property by applicant and/or other occupant.
4. Any record of disruptive or dangerous behavior.
5. Any unsanitary or hazardous housekeeping.

*The property which you are applying will provide you with further information regarding Rental History Criteria and additional security deposits required based on the references received.*

## **Current Drug or Alcohol Abuse**

Any current illegal use of a controlled substance as defined under Virginia and /or Federal Law will be grounds for the rejection of your application. Any evidence of alcohol abuse which manifests itself and results in conduct that poses a clear and present threat of substantial harm to the health and safety of others and to the dwelling itself, will be grounds for rejection of your application.

## **Adverse Criminal History**

A criminal check through a local agency is performed on all Applicants with approved credit. An Applicant will be denied if any crime of moral turpitude or which poses a direct threat to the health or safety of others appears in a criminal check within the past seven (7) years, which shall include without limitation:

1. Any felony conviction;
2. Any crime involving the use of a firearm, other weapon or explosives;
3. Any arson;
4. Any robbery or theft;
5. Any terrorism-related conviction;
6. Any felony drug-related conviction;
7. Any prostitution-related conviction;
8. Any kidnapping or abduction;
9. Any cruelty to animals-related conviction;
10. Any misdemeanor conviction involving a crime against persons or property; and
11. The active status on probation or parole resulting from any of the above convictions.

In addition, any sex-related conviction, and/or if any Applicant or occupant is subject to any sex offender registration requirement, will result in denial.

## **Misrepresentation**

The information given on the application must be correct and truthful. Any willful misrepresentation by the applicant in the application process for the apartment, or omission of any information, will be grounds for rejection of your application and the termination of lease agreement. No reconsideration will be made of application. *The property which you are applying will provide you with further information regarding a re-application process.*