

## APPLICATION APPROVAL WORKSHEET

Address: \_\_\_\_\_ Agent: \_\_\_\_\_

Monthly Net Income: \_\_\_\_\_ x 28% = \_\_\_\_\_

Rent Amount: \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_ Difference

### Points

	<u>Point Scale</u>
Income: _____	
Credit: _____	12+ Approved
Landlord Reference: _____	9-11 1 <sup>st</sup> and Last Mo's Rent
<b>Total Points:</b> _____	6-8 Co-Signer
	5 or Below - Denied

- Approved
- Approved with Condition:
  - 1<sup>st</sup> and Last full month's rent
  - Co-Signer
  - See Notes
- Denied

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

**Income:**

- 6- Rent Amount is ≤ than 28% of net monthly income.
- 5- Rent Amount is \$1-25 more than 28% of net monthly income.
- 4- Rent Amount is \$26-50 more than 28% of net monthly income.
- 2- Rent Amount is \$51-75 more than 28% of net monthly income.
- 1- Rent Amount is \$76-100 more than 28% of net monthly income.
- 0- Rent Amount is > \$100 of 28% of net monthly income.

\*A prospective resident has the opportunity to explain, in writing, any circumstances regarding their credit that may affect their application.

\*May receive 2 points additional for 18 months at the same employer

**Credit\* (General Guideline)**

- 7- None or Excellent (All R1 and No judgments or bankruptcies)
- 5- Good (No judgments or bankruptcies, any rating below R1 is over a year old)
- 3- Fair (Any judgments, bankruptcies, or ratings below an R1 are more than a year old and there are R1 since bad marks)
- 0- Bad (Any judgments, bankruptcies, profit & loss, delinquent accounts, or collection accounts that have occurred within 2 years and no new R1 ratings have been established.

\*\*A landlord reference must be done as a condition of approval. This is the agent's responsibility.

\*\*\*Any unpaid utility must be paid as a Condition of approval. Verification must be submitted.

**Landlord Reference:\*\***

- 3- Excellent
- 0- Satisfactory (Late rent rare, no NSF checks or other problems)
- Decline- Poor (Consistently late, history of NSF's, damage to property or landlord would not re-rent, and evictions)

\*\*\*\*May receive 1 additional point for prior prior address length 18 or more months. You will receive 0 additional points for 1 year or less.