

APPLICATION APPROVAL WORKSHEET

Address: _____ Agent: _____

Monthly Net Income _____ X 28%= _____

Rent Amount: _____ - _____ = _____ Difference

Points

Point Scale

Income: _____	10-13	Approved
Credit: _____	6-9	1st & Last Mo's Rent
Landlord Reference: _____	5	Co-Signer
Total Points: _____	4 or Below	Denied

- Approved**
- Approved with Condition:**
 - 1st & Last month's rent
 - Co-Signer
 - See Notes
- Denied**

Notes _____

By _____ Date _____

Income:

- 6- Rent Amount is ≤ 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- Ren 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 applicatoin

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

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

Credit* (General Guideline)

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

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

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

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 evictoins)