

**4R Management Inc.  
Tenant Selection Criteria**

**2019 Edition**

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**Thank-you for selecting our housing accommodations for your residence**

**When And How Do You Apply?**

Applications will be accepted when a vacancy is expected. All applications received during the application period will be processed in chronological order (first come, first serve). The first qualified applicant will be accepted.

Each adult (18 years old and over) must complete an application. The completed and signed application(s), copies of the Social Security Card or Tax Payer ID number, picture identification such as California Drivers License or California ID for all adult members of the household may be hand delivered or mailed to the **1318 Maryland, LLC** office at **1318 Maryland Ave. Los Angeles, CA 90014**. If any line is incomplete or isn't filled in and/or the omission explained satisfactorily, we will return it to you.

**Please review the following list of criteria below, primarily determining:**

- 1.) Credit worthiness,
- 2.) Ability to pay rent
- 3.) Previous rental history.
- 4.) Sufficient Income level

**We take great pride and care to process your application. The process is time consuming and costly. Therefore if you feel that you meet the criteria, please apply.**

Please note that we provide equal housing opportunity: we do not discriminate on the basis of race, color, religion, sex, handicap, national origin, familial status, ancestry, age, marital status, and source of income, sexual orientation or other factors that are unrelated to legitimate business purposes. We subscribe to the guidelines and standards as set forth by both State and Federal legislative enactments such as Fair Credit Reporting Act, Fair Housing Act, Equal Employment Opportunity Commission as well as the Federal Trade Commission.

**Tenant Screening Criteria**

**False Information is grounds for denial.** You will be denied rental if you misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.

**Two pieces of I.D. must be shown.** We require a photo I.D. (A driver's license or other government issued photo identification card) and a second piece of I.D. as well. Present with completed application.

1 **Credit Report.** A credit report will be processed. An applicant will be disqualified if he or she receives a report of derogative credit. Derogative credit includes: collection, negative current accounts, public record debt, and late accounts. A passing grade as provided by various credit reporting agencies of a minimum **650** points is required. A copy of your credit report if requested in writing is available to you directly from the credit bureaus via mail. An exception may be made on a case by case basis for unpaid medical bills, student loans and in some cases foreclosures. Exceptions to this rule must be approved by the property manager, in writing.

2 **Certain court judgments against you may result in denial of your application.** If, in the last 5 years, you have been through a court ordered eviction, or had a judgment against you for financial delinquency, your application will be denied. This restriction may be waived if there is no more than one instance, the circumstances can be justified, and you provide a qualified co-signer on your rental agreement (or an additional security deposit of up to one month of the value of the rental amount).

3 **Rental History verifiable from unbiased sources.** Landlord references will be checked. In cases where the applicant has not lived in the same location for more than one year, previous landlords will also be checked. In order for a landlord reference to be acceptable, the tenancy must have been “deemed favorable” for a duration of at least six (6) months, and the landlord must have an “arms length” relationship with the applicant. Family members and/or personal friends are not an acceptable landlord reference. An exception may be allowed for an applicant who has been paying market value rent for the past year or more, and can substantiate it with canceled checks, or other acceptable documentation.

4 **Poor references from previous landlords may result in denial of your application.** A negative landlord reference, by itself, is grounds for denial. Management reserves the right of disqualification for negative landlord references in order to ensure agreeable and pleasant surroundings for all residents. You may be turned down if previous landlords report significant levels of noncompliance activity such as: repeated disturbance of the neighbors’ peace; prostitution; drug dealing, or drug manufacturing; damage to the property beyond normal wear; violence or threats to landlords or neighbors; or failure to give proper notice when vacating the property. Also, you may be turned down if a previous landlord would be disinclined to rent to you again for any reason pertaining to lease violating behavior of yourself, your pets, or others you allowed on the property during the tenancy.

5 **Criminal convictions for certain types of crimes will result in denial of your application.** In the event the applicant reports on the application that they have been convicted of a felony or aggravated misdemeanor and the applicant has fulfilled all other tenancy requirements, a criminal background check will be processed to determine the nature of the conviction and to determine if the applicant should be disqualified for tenancy. Applicants may be disqualified for tenancy if they have been convicted of any of the following: assault & battery, resisting arrest, weapons possession, theft, sex crimes,

rape, molestation, spousal abuse, fraud, computer crimes, child endangerment, drugs, or disturbing the peace.

1 **Sufficient Income/Resources:** If your gross monthly income, before taxes, is less than 3 times the monthly rent, we will require a qualified co-signer on your rental agreement (or an additional security deposit of up to one month of the value of the rental amount, or both). Otherwise if your income is less than 3 times the monthly rent, your application will be denied.

We must be able to verify independently the amount and stability of your income. Income is verified to determine the ratio of gross income to rent. The following table lists the minimum required gross income based on unit size, and monthly rent to qualify for the various units at the Huntington Apartments.

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Unit Size	%AMI	Monthly Rent	Minimum Gross Monthly Income Required
Studio		\$1,495.00	\$4,485.00
1 Bed Room		\$1,995.00	\$ 5,985.00

Any time an applicant is turned down, they will receive that reason in writing via mail. If they do not agree with this notice for any reason they may appeal the decision by stating their rebuttal in writing to the Resident Manager

All exceptions to these policies and procedures must be approved by the Property Manager, in writing, in order to be honored. Where errors have been made by the Resident Manager or company personnel administering these policies and procedures, in rare instances upper management may make further exceptions. Some examples of these types of exceptions are listed below:

- ! Persons that have not had the time away from their parents or guardians to develop a positive track record from landlords or credit.
- ! A lack of credit history may not be declared bad credit. If a family or person pays all bills in cash, and can demonstrate this fact then no credit, may be classified as good credit.
- ! Cosigners may be offered or used by management to support an application that might otherwise be declined for lack of credit and/or landlord references. The process for approving an applicant with a co-signer is the following:
  - a. A co-signer can only be approved by the property manager.
  - b. Before a co-signer can be considered, the manager must process the original applicant's application for landlord references, credit, employer and criminal background verification.

c. There must not be any negative landlord or credit references for the co-signer and sufficient income levels may still apply or the applicant.

**Security Deposits – Except as provided herein,** the standard amount of the security deposit shall be equal to no greater than one month’s rent.

*I have read and received a copy of the Tenant Selection Criteria.*

*I agree that once the application process begins I will forfeit my processing fees.*

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Signature of Applicant

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Date

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Signature of Applicant

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Date