Application Approval Worksheet

Address:_____   Agent:_____

INCOME

Monthly Net Income_____X 28%= _____

Rent Amount:_____   -   _____= _____ Difference

Points:

6- Rent Amount is less than or equal too 28% of monthly net income

5- Rent Amount is $1-25 more than 28% of monthly net income

4- Rent Amount is $26-50 more than 28% of monthly net income

2- Rent Amount is $51-75 more than 28% of monthly net income

1- Rent Amount is $76-100 more than 28% of monthly net income

0- Rent Amount is greater than $100 of 28% of monthly net income

Total Income Points:_____

CREDIT

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

Points:

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 negative marks

Total Credit Points:_____

Landlord Reference

Landlord Reference: **A Landlord reference must be done as a condition of approval (if necessary)

3- Excellent

1- 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)

Total Points:_____

Extra Points

2- Working 18 consecutive months or longer for the same employer

1- Current address length 18 months or longer

Total Points:_____

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

Point Scale

10+	Approved
6 to 9	$1000 Security Deposit
5	Co-Signer
4 & Below	Denied

☐ **Approved**

☐ **Approved with Condition:**

☐ $1000 Security Deposit

☐ Co-Signer

☐ See Notes

☐ **Denied**

Notes:_____

_____

_____

Overall Total:_____

Approved By:_____   Date:_____