

Jordan Management Company

Applicant Screening

We are working with neighbors and other landlords in the area to maintain the quality of the neighborhood. We want to make sure that people do not use rental units for illegal activity. To that end, we have a thorough screening process.

If you meet the application criteria and are accepted, you will have the peace of mind of knowing that other renters in this area (or apartment complex community), are being screened with equal care, and as a result, there may be a reduced risk of illegal activity occurring around you.

Please review the Screening Criteria below and apply if you feel that you meet the criteria outlined.

Jordan Management Company is fully committed to the thorough implementation of all Federal, State and local Equal Opportunity and Fair Housing laws, regulations and/or ordinances, and does business in accordance with Federal Housing Law, pursuant to the Fair Housing Amendment Act of 1988, and, therefore, does not discriminate against any person on the basis of race, color, religion, sex, handicap/disability, familial or socioeconomic status, or national origin (HUD Form 928.1 (8/93)). This includes the implementation of Section 504 of the Federal Rehabilitation (American with Disabilities) Act of 1973 regarding the accommodation of disabled/handicapped persons/applicants or residents in housing and attendant services and/or housing programs. *We provide equal housing opportunities.*

Selection Criteria

A complete application. One for each adult (18 years of age or older). If a line is not filled in, or the omission is not explained satisfactorily, we will return it to you.

Two pieces of ID must be shown. We require a photo ID (a current drivers license or other government issued photo identification card) and a second piece of ID as well (a credit card, student ID, etc.). Present your ID with a completed application for each adult. Your social security number must be provided in order to complete a credit report.

Rental history verifiable from unbiased sources. If you are related by blood or marriage to one of the previous landlords listed, or your rental history does not include at least two previous landlords, we will require: a qualified co-signer on your rental agreement (qualified co-signers must meet all applicant screening criteria as well) or an additional security deposit. It is your responsibility to provide us with the information necessary to contact your past landlords. We reserve the right to deny your application, if, after making a good faith effort, we are unable to verify your rental history.

If you owned, rather than rented, your previous home, you will need to furnish mortgage company references and proof of title ownership or transfer.

Sufficient Income/Resources. If your gross monthly income, before taxes, is less than two and one half (2 ½) times the monthly rent, we will require a qualified co-signer on your rental agreement, or an additional deposit. If your income is less than two (2) times the monthly rent, your application will be denied.

We must be able to verify independently the amount and stability of your income. For example: Through pay stubs, employer or source of income contact, or tax records. If self-employed: business license, tax records, bank records, or a list of client references will be required. For Section 8 applicants: the amount of assistance will be considered as part of your monthly income for purposes of the calculation.

Section 8 information access: Section 8 applicants must sign a consent form allowing the local Public Housing Agency to verify information from your file regarding your rental history. Some of our owners do not accept the Section 8 Housing Choice Voucher program. Please inquire prior to completing the application to be sure the property you are applying for accepts the Housing Choice Voucher. You will be required to complete our JMC application as well as any application paperwork for SHRA.

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

Drug Free Property: All JMC managed properties are drug free. The owners have a zero tolerance for illegal drug use on the property. During the application process you will be asked: "In the last four (4) years, have you or any other person named on this application, been convicted for dealing or manufacturing illegal drugs?" Management does conduct a complete criminal background investigation on all applicants.

Certain court judgements against you may result in denial of your application: If, in the last three (3) years, you have been through a court ordered eviction, or had a judgement 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.

Poor Credit Record: Overdue accounts may result in denial of your application. Credit records showing occasionally payments within 30 to 60 days past due will be acceptable provided you can justify the circumstance for the delinquency. Records showing payments past 120 days are not acceptable.

Poor references from previous landlords: Negative landlord references may result in denial of your application. You will be turned down if a previous landlord reports significant complaint levels of noncompliance activity such as: repeated disturbance of the neighbor's peace, prostitution, drug dealing or manufacturing, damage to the property beyond normal wear, violence or threats to landlords or neighbors, allowing persons not on the lease to reside on the premises, or failure to give proper notice when vacating.

There is a \$100 minimum application "deposit to hold": If you are accepted and sign an "Offer to Rent" agreement, and agree to sign a Rental Agreement/Lease for the premises, this "deposit to hold" will be applied to your balance due, according to the terms and conditions of the "Offer to Rent" agreement. The unit will be taken off the rental market and reserved for the applicant, and other potential applicants will be turned away. You may be charged "rental damages" per the terms and conditions of the "Offer to Rent" if you fail to perform.

Rental Agreement

If your application is accepted, you will be required to sign a "Rental Agreement" in which you will agree to abide by the rules of the rental unit or complex. A complete copy of our rental agreement is available for anyone who would like to review it.

In particular, in addition to other important requirements, please note that your "Rental Agreement" will:

- Require that you prevent all household members, guests and visitors from engaging in any lease violating behavior.
- forbid you and any member of your household, guests and visitors from engaging in illegal drug use, sale, manufacture, distribution or other criminal activity on or near the property.
- Limit your ability to allow guests to stay for long periods of time without the advance permission of the landlord.
- Limit the number of times that you may pay your rent late without eviction based on "Good cause for eviction".
- Provide that serious or repeated violations of the lease requirements on these items, or any other items addressed by the rental agreement, will result in termination of your rental agreement.

- Require you to identify and register any vehicle you intend to park on the property. If residing in an apartment complex, parking is typically by permit only and may be restricted and limited to residents only. You will be asked to acknowledge the parking guidelines and rules, which will be part of your rental agreement. Failure to comply, can result in termination of your rental agreement.

Please read the rental agreement carefully. We take each part of the agreement seriously and written to help provide our tenants with the best housing we can provide.

We look forward welcoming you home!!

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