

**The Littleton Real Estate Company**

**Rental Application Guidelines**

**Overview:** Our mission is to provide safe housing for our resident clients and to provide a safe investment for our owner clients. One of the most important decisions we make is who to rent to. The Littleton Real Estate Company does not discriminate based on race, physical/mental handicap, color, religion, familial status, national origin, gender, ancestry, creed, immigration status, citizenship, source of income or marital status. Our guidelines are pre-established prior to marketing a vacancy to prevent any kind of discrimination. Any person above the age of 18 must qualify and be approved to occupy the property and be listed on the lease as a lease holder. The grid below shows the requirements to be approved to occupy a property and should be reviewed prior to submitting an application. If you have any questions regarding our approval and denial policies, please ask. If any changes are requested they **must** be referenced in writing and approved by the unit owner. There are no exceptions to this rule.

Credit	Income	Rental References or Ownership	Evictions	Debt To Previous Landlords
<ul style="list-style-type: none"> <li>• 4 lines required per person</li> <li>• 70% positive credit per person</li> </ul>	<ul style="list-style-type: none"> <li>• Must be at least 2 times the monthly rental rate in gross income unless government requirement.</li> <li>• Divorce decree and child support accepted with proof in writing from the court system</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years of verifiable rental history from a non-relative</li> <li>• Current Mortgage</li> </ul>	<ul style="list-style-type: none"> <li>• No evictions in past 7 years or application will be denied</li> </ul>	<ul style="list-style-type: none"> <li>• Any debt to current or previous Landlords in past 7 years will be evaluated at the time of application</li> </ul>

**We will not accept any applications where applicants are presently involved in any litigations or who have a history of suing landlords and other people they do business with.**

Property Manager and/or Owner may approve credit below 70% positive with a double deposit, co-signer and/or certified rent payments each month – Property Manager and Owner may approve late payments on rental/mortgage history with a double deposit and/or co-signer. **This must be approved by a Property Manager before application is approved.**

INCOME	RENTAL/MORTGAGE HISTORY	CREDIT	WHAT WE'LL NEED
OK	OK	BAD	<b>CERTIFIED FUNDS/DOUBLE DEPOSIT / CO-SIGNER</b>
NONE	OK	OK	<b>CO-SIGNER</b>
OK	BAD	OK	<b>DENIED</b>
OK	OK	NONE	<b>DOUBLE DEPOSIT / CO-SIGNER</b>
OK	NONE	OK	<b>CO-SIGNER/ DOUBLE DEPOSIT/ CERTIFIED FUNDS</b>

**CO-SIGNER MUST HAVE VERIFIABLE 2X INCOME, 70% POSITIVE CREDIT, & GOOD RENTAL HISTORY OR MORTGAGE PAYMENT HISTORY & MEET CRIMINAL ACTIVITY**

**Credit** – we will consider all open current accounts in the Current Debt section of the report with the exception of open collections. Open collection accounts will be evaluated based on amounts owed and when the collection account was opened. If you owe an apartment community or landlord money from the past 7 years it will be evaluated at the time of application. It will be the owner's final decision to approve or deny based on credit (other than rental related collections). Bankruptcy's must be discharged or closed.

**Section 8 or Financial Assistance Applications** – Vouchers for assistance can be used to reduce the rental rate qualification. Example: Rent is \$825.00, voucher is for \$700.00, the applicant must qualify for a rental rate of 125.00. 5 years of rental history must be provided.

**CRIMINAL BACKGROUND CHECKS** – A criminal background check will be conducted on every applicant or occupant over 18 years of age. More than 2 DUI's in the last 5 years or any sexually related offences will be a basis for rejection of an application:

**ANY VARIANCE FROM THE ABOVE MUST BE APPROVED BY THE OWNER OF THE PROPERTY.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date