

Criteria Sheet
John A. Heitz Properties
3745 S. Fremont, Suite A
Springfield, MO 65804

These resident selection criteria will be applied to every applicant that wishes to lease from John A. Heitz Properties. Applications must be signed by all adult household members. The management will do landlord, credit checks, etc., along with income verifications in the processing of each applicant.

Selection:

- 1. Age:** Must be 18 years of age (with a co-signer). No exceptions.
- 2. Income:** Total household income must be at least _____ (3) times the amount of the properties' monthly rental rate.
- 3. Employment:** Prospective residents must be employed by the same employer for no less than six (6) months. Should a prospect be recently transferred or relocated, they must have six (6) month prior verifiable employment, and be currently employed.
- 4. Rental History:** Minimum of six (6) months previous landlord reference is required, or has one (1) year current employment with the same employer. Any skips, judgements, evictions, or unpaid monies due previous landlords will be cause for denial. References will be verified and cannot include relatives.
- 5. Credit:** Credit checks will be reviewed on an individual basis and may be cause for denial.. Applicants must have good credit and a beacon score of not less than 600. There is flexibility regarding medical bills, school loans, and discharge bankruptcy. If a chapter bankruptcy is filed 24 months prior to an application, it will be grounds for denial of rental application and cannot be overridden.
- 6. Guarantor:** A lease guarantor may be accepted for students, recent college graduates (within the last six months), persons with qualifying credit history or those retired or disabled who are living on a fixed income. Guarantor must show proof of gross monthly income of at least four times the monthly rental rate, and must meet all credit criteria set out above.
- 7. Felonies:** Criminal background will be checked and a felony conviction for any member of the household will be cause for denial. Any gang association and/or sexual offense conviction will be cause for denial or/or eviction.

8. Initial Move-In Payment: Applicant must have rent plus security deposit and all related fees on date of move-in. All move-ins after the 25th of the month must pay for the next month's rent. No exceptions. Repeated lateness in paying rent may be grounds for eviction.

9. Self-Employed, Retired, Disabled: If self-employed, retired or disabled, the applicant must provide photocopies to the property manager of tax returns for the previous year, financial statements from a certified public accountant or photocopies of the three most recent bank statements showing proof of ability to pay rent for the term of the lease.

10. False or Incomplete Information: Failure to provide John A. Heitz Properties with required references or information needed to process the application or willfully giving false or incomplete information during the application process will be cause for denial.

11. Occupancy Standards: No more than 2 occupants per bedroom.

Applicant

Date

Applicant

Date