

Stanley Property Management

Tenant Screening Criteria

These are the standardized screening/occupancy standards and they will be enforced on a uniform basis with all prospective tenants.

1. Each adult who will be living in the unit must fill out an application. All applications must be submitted at the same time. If one applicant is denied, all applicants will be denied.

2. Applications should be filled out completely and accurately. An incomplete application may be rejected or not processed.

3. Co-signer's credit report will be processed, and should be acceptable.

4. Acceptance or denial of an application(s) may take up to two business days.

5. A security deposit equal to one month's rent is due within 24 hours of approval to remove property from the market.

6. Each resident (and co-signer if applicable) must sign the lease and the rent must be paid in full before anyone moves in.

- **Minimum Income**

1. If all utilities are included in rent, Applicant's monthly income should be at least 2 ½ times the rent.
2. If all utilities are not included in rent, Applicant's monthly income should be at least 3 times the rent.
3. Income from all legal and verifiable sources will be considered. If Applicant has insufficient income, Applicant may be considered with a co-signer and/or last month's rent. The co-signer should meet credit and income standards.
4. Self employed Applicants may be required to submit the previous year's tax statement.

- **Rental History**

1. Applicants should have a minimum of 6 months rental history or home ownership.
2. Applicants must provide current and previous rental addresses for the past 3 years, along with Landlord's name and phone number for each address. If applicant owned a home, applicant may be required to provide contact information for mortgage holder. Omission of an address is grounds for denial. Please use back of application for additional address and landlord information.
3. Applicants should have acceptable Landlord references. Rental history reflecting past due rent or an outstanding balance due to a former landlord may be denied, unless a written payment arrangement between both parties is provided.
4. Applicants with a history of late payments may be denied residency.
5. Applicants with verified housekeeping problems or with a history of disturbing the peace may be denied residency.
6. Prior evictions or a history of problems with prior owners/managers/residents may result in denial of the application.
7. Applicants without rental history may require a co-signer.

- **Credit Requirements**

1. Applicant's credit history should be free of judgments, collections, and bankruptcies.
2. Applicants with a credit score lower than 550 may require a co-signer and/or last month's rent.
3. If Applicant has no credit, or insufficient credit, applicant may be considered with a co-signer. The co-signer should meet credit and income standards.

- **Occupancy Limits**

1. Occupancy may not exceed two persons per bedroom.
2. Brainerd City Ordinance: No more than 4 unrelated people in a unit.

- **Other Reasons for Denial**

1. False or incorrect information.
2. Attitude. If an Applicant is rude or argumentative, this can be the basis for denial.
3. Negative or unverifiable references.
4. The use, possession, manufacturing of, or sale of controlled substances.
5. Applicants with criminal conviction relevant to Landlord/Tenant issues, anything covered under the Koskinen Background Check, or MN Statute 504B.171, will be denied residency. **(See opposite page)**

UNITS ARE RENTED FOR DATE AVAILABLE UNLESS WRITTEN AUTHORIZATION OBTAINED FROM STANLEY PROPERTY MANAGEMENT.

STANLEY PROPERTY MANAGEMENT DOES NOT DISCRIMINATE AGAINST APPLICANT BECAUSE OF COLOR, CREED, DISABILITY, FAMILIAL STATUS, MARITAL STATUS, NATIONAL ORIGIN, RACE, RECEIPT OF PUBLIC ASSISTANCE, RELIGION, SEX, OR SEXUAL ORIENTATION.

I have read and understand Tenant Screening Criteria (front and back)

(Signature)

(Date)

STANLEY PROPERTY MANAGEMENT

Koskinen Background Check And Minnesota Statute 504B.171

Your rental application will be denied if you have ever been convicted of one of the following crimes:

- First degree murder
- Second degree murder
- First degree manslaughter
- First degree assault
- Second degree assault
- Third degree assault
- Kidnapping
- First degree criminal sexual conduct
- Second degree criminal sexual conduct
- Third degree criminal sexual conduct
- Fourth degree criminal sexual conduct
- First degree arson
- Felony stalking or harassment
- An attempt to commit any of these crimes

Your rental application will be denied if you have been convicted of any of the following crimes in the last ten (10) years:

- Third degree murder
- Second degree manslaughter
- Criminal vehicular homicide or injury
- Simple or aggravated robbery
- Fourth degree assault
- Fifth degree assault
- False imprisonment
- Theft
- Burglary
- Terrorist threats
- Non-felony stalking or harassment
- An attempt to commit any of these crimes

Your rental application will be denied if you have ever been involved in any of the following activities in a rental unit as defined under MN Statute 504B.171 in the last ten (10) years:

- (i) unlawfully allowed controlled substances in the unit, or in the common area and curtilage of the premises;
- (ii) allowed prostitution or prostitution-related activity to occur on the premises or in the common area and curtilage of the premises;
- (iii) allowed the unlawful use or possession of a firearm on the premises or in the common area and curtilage of the premises;
- (iv) allowed stolen property or property obtained by robbery in those premises or in the common area and curtilage of the premises.

NOTE: Pending charges or outstanding warrants for any of the above will result in suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.