



# Integrity Realty and Property Management, INC.

## Tenant Screening Policy

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### Objective

The purpose of this Tenant Screening Policy is to ensure that all prospective tenants meet the financial and personal standards necessary for leasing a property. This process helps foster a safe and respectful living environment for all residents and preserves the landlord's investment through consistent, fair, and legally compliant screening practices.

### Screening Process

#### Application Submission

All prospective tenants must complete a rental application and provide accurate and complete information.

Application fee: \$25 per applicant, required for all parties 18 years of age or older, regardless of employment status.

Any applicant under 18 but employed must be listed as an applicant in order for their income to be considered.

In accordance with DRE guidelines and office policy, applications are reviewed in the order they are received after the property has been viewed on a first completed and qualified, first served basis.

If an accepted application is withdrawn, cancelled, or otherwise fails to proceed to lease signing, any subsequently finalized and qualified applications may be retained and considered as backup applications.

Applicants who do not sign the lease agreement within a timely manner may be dismissed, and the next finalized and qualified application may be selected.

### Income Verification

Applicants must provide proof of steady, verifiable income.

Total household income must exceed 2.5 times the monthly rent.

Acceptable documentation may include pay stubs, tax returns, and other lawful, verifiable income sources.

Self-employed applicants must provide tax returns and supporting documentation. Self-employment income is considered variable and will be reviewed accordingly.

## **Credit Check**

A credit report will be obtained to assess the applicant's financial responsibility.

Applicants with a FICO score below 600 may be required to provide additional documentation, including proof of income, positive rental history, and/or a qualified co-signer.

Applicants with any bankruptcies currently open or filed within the past 3 years will be denied.

Applicants with unlawful detainers (evictions) within the past 7 years will be denied.

Applicants with collections totaling more than \$1,500 (excluding medical and educational debt) within the past 7 years will be denied.

Applicants with 55% or more delinquent credit within the past 60 days will be denied.

All other credit factors are reviewed on a case-by-case basis.

## **Background Check**

A comprehensive background check will be conducted, including criminal history.

Any criminal activity related to drug distribution or violent crimes within the past 7 years will result in denial.

## **Rental History**

Rental history will be requested but is not required if unavailable.

Negative rental history may result in denial of the applicant.

Any provided references will be reviewed for payment history, property care, and compliance with prior lease agreements.

## **Reference Checks**

Personal and professional references may be contacted to gain further insight into the applicant's character, reliability, and overall suitability as a tenant.

## **Pet Policy**

Applicants must disclose any pets they intend to keep on the property.

Pet approval is subject to property rules and owner authorization.

Assistance animals are handled in compliance with applicable Fair Housing laws and may require appropriate documentation.

## **Fair Housing Compliance**

Integrity Realty and Property Management, INC. conducts all screening in strict compliance with federal, state, and local Fair Housing laws and does not discriminate on the basis of race, color, religion, sex, handicap/disability, familial status, national origin, or any other protected class under applicable law.

## **Decision Making**

All applications are reviewed thoroughly and objectively.

Decisions are based solely on the information provided and obtained during the screening process.

Applicants will be notified of the screening outcome within a reasonable timeframe.

## **Selection Process**

Applicants are selected based on the completeness and accuracy of the application, compliance with income and credit requirements, satisfactory background screening results, and overall quality of references.

The process follows a first completed and qualified, first served policy.

If a selected applicant fails to execute the lease agreement within a timely manner, Integrity Realty and Property Management, INC. reserves the right to proceed with the next finalized and qualified backup application.

## **Confidentiality**

All personal information collected during the screening process is treated as confidential and used solely for the purpose of evaluating the rental application.