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Application Guidelines & Procedures

The following criteria will be used to determine the approval or denial of your rental application. If you are not approved for rental, we will notify you within fourteen (14) days with the reasons for denial. If an approved applicant does not proceed with signing the lease within five (5) days of approval, management may proceed to offer the apartment to other applicants. Executed lease and paid security deposit secure unit.

Business Relationship:

The relationship between a landlord and resident is a business relationship. A courteous and businesslike attitude is required from both parties. Management reserves the right to refuse rental to anyone who is verbally abusive, disrespectful, makes threats, is argumentative, or in general displays an attitude at the time of the unit showing and application process that causes management to believe it would not have a positive business relationship.

Occupancy Limits:

No more than two persons may occupy a studio (efficiency) apartment.

No more than two persons may occupy a one-bedroom apartment.

No more than four persons, may occupy a two-bedroom apartment.

Reasonable Accommodations/Modifications:

A reasonable accommodation is a change, exception, or adjustment to a rule, policy, practice, or service that may be necessary for a person with disabilities to have an equal opportunity to use and enjoy a dwelling, including public and common use spaces, or to fulfill their program obligations. A reasonable modification is a structural change made to existing premises, occupied or to be occupied by a person with a disability, in order to afford such person full enjoyment of the premises. Requests for a reasonable accommodations/modification may be made orally or in writing to Management, and will be processed according to the Fair Housing Act and other applicable laws. Please contact the Management Office to discuss any request for accommodation of a disability.

Application Fee & Requirements:

Each adult applicant will need to submit an application - \$50, non-refundable, per application. All prospective residents 18 years of age or older must apply and be approved. All applications must be filled out completely and accurately. An incomplete application may be rejected or not processed. Any misstatements or omissions made on your application, whether or not discovered before you move into the building, is grounds for denial of an application or termination of an existing lease. All information must be verifiable. Your application may be rejected if any requested information on the application is omitted or cannot be verified. Applicants must have and show a Government Issued Photo Identification of the applicant to verify that the individual signing the application and lease is that person. A copy of this ID will kept for on record.

Credit History:

Credit score and history will be pulled for each applicant. Bank and credit references will be checked. Any unfavorable credit history, any record of unpaid housing or utility debt, high debt to income ratio, accounts in collection, and open or recent bankruptcy (7 years), may be grounds for rejection. A credit report will be obtained. Information within a credit report directly relevant to fitness as a tenant can be relied upon by a management. Information includes credit history, unpaid balances (housing, any utility or multiple consumer accounts), high debt to income ratios, any collections, write offs, late payments etc. will apply and may be cause for denial.

*** FOR MINNEAPOLIS PROPERTIES ONLY:** Per Minneapolis ordinances, credit score by itself will not be cause for denial, although information within a credit report directly relevant to fitness as a tenant can be relied

upon by a landlord; and insufficient credit history will not be cause for denial, unless the applicant in bad faith withholds credit history information that might otherwise form a basis for denial. Information includes credit history, unpaid balances (housing, any utility or multiple consumer accounts), high debt to income ratios, any collections, late payments, write offs, etc. will apply and may be cause for denial. *

Income:

Applicant must demonstrate sufficient income to pay rent in addition to other financial obligations which are evident on applicant's credit report. Verifiable household income of 2.95 times the monthly rent.

Rental History & References:

Rental references will be checked. Applicants must provide a rental history covering the past 5 years. Any negative rental history, including but not limited to a history of lease violations, disturbances, criminal activity, damage to property, and unpaid or late rent, may be cause for denial. No outstanding judgements or money owed to any other landlord, property management company, or any utility company. An eviction action that resulted in a writ of recovery of premises and order to vacate may be cause for denial.

* FOR MINNEAPOLIS PROPERTIES ONLY: * Per Minneapolis ordinances; an eviction action that resulted in a writ of recovery of premises and order to vacate that was entered three (3) years or more years before the applicant submits the application will not be cause for denial. Insufficient rental history will not be cause for denial, unless the applicant in bad faith withholds rental history information that might otherwise form a basis for denial.

Failure to disclose an address of record in the last five years will be considered a false/misleading statement and is grounds for denial of an application.

Criminal History:

Applicants with criminal convictions for any felony, gross misdemeanor, or misdemeanor offense that can impact safety, security, or welfare of other tenants, staff, or property, including but not limited to offenses specified below may be cause for denial. Consideration will be given on a case-to-case basis based on the nature of the offense, disposition, year of the offense, rehabilitation efforts, and any other information the applicant provides as part of the application.

- Felony offenses, pending felony charges, or time served for a felony offense within the last 20 years;
- Gross misdemeanor offenses regarding violence or threats of violence, sexual conduct, controlled substances, fraud/theft, property damage, or firearms/weapons within the last 12 years;
- Misdemeanor offenses involving violence or threats of violence, sexual conduct, controlled substances, fraud/theft, property damage, or firearms/weapons within the last within the last 12] years;
- Offenses that require lifetime sex offender registration under the state sex offender program.

An applicant will not be denied for offenses that have been dismissed, vacated, or expunged.

*** FOR MINNEAPOLIS PROPERTIES ONLY:**

The following may be cause for denial:

- Convictions for misdemeanor offenses with dates of sentencing are three (3) years or less;
- Conviction for felony offenses for which the dates of sentencing are seven (7) years or less;
- Any conviction of the illegal manufacture or distribution of a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802) or for those same offenses that mandate denial of tenancy in federally assisted housing subject to federal regulations, including but not limited to when member of household is subject to lifetime sex offender registration requirement under state sex offender program;
- Conviction for felony offenses for which the dates of sentencing are ten (10) years or less: first- degree assault (Minn. Stat. Section 609.221), first-degree arson (Minn. Stat. Section 609.561), aggravated robbery (Minnesota Stat. Section 609.245), first-degree murder (Minn. Stat. Section 609.185), second-degree murder (Minn. Statutes Section 609.19), third-degree murder (Minn. Stat. Section 609.195), first-degree manslaughter (Minn. Stat. Section 609.20, subd. 1, 2, and 5), kidnapping (Minn. Statutes Section 609.25, subd. 2(2)), or first-degree criminal sexual conduct (Minn. Stat. Section 609.342, subd. 1(b) and (g)).

An applicant will not be denied for the following: (1) Any arrest in an inactive case that did not result in conviction; (2) Participation in or completion of a diversion or a deferral of judgment program, including stays of adjudication

and continuances for dismissal or without prosecution; (3) Any conviction that has been vacated or expunged, or for which the applicant received a stay of imposition of sentencing and complied with the terms of the stay; (4) Any conviction for a crime that is no longer illegal in the state of Minnesota; and (5) Any conviction or any other determination or adjudication in the juvenile justice system. Consideration will be given on a case-to-case basis based on the nature of the offense, disposition, year of the offense, rehabilitation efforts, and any other information the applicant provides as part of the application.

Please note, the above is simply the minimum requirements.

MEETING THE MINIMUM REQUIREMENTS ABOVE DOES NOT GUARANTEE ACCEPTANCE.

If Management deems it necessary, an applicant may be asked to provide a Co-signor that SUBSTANTIALLY exceeds the above-mentioned standards or increased security deposit.

All aspects of criminal, credit and rental history, along with income, will be considered as to whether or not applicant(s) are accepted.



Markham Management is a fair housing provider and does not discriminate against persons on the basis of race, color, religion, national origin, sex, familial status, disability, creed, marital status, ancestry, and sexual or affectional orientation.