



TWELVE POINT PROPERTY MANAGEMENT

SCREENING CRITERIA & DISCLOSURE

Twelve Point Property Management

Application Basics

- All applicants over the age of 18 are required to complete a separate application.
- Application fees are non-refundable.
- Applications may be processed simultaneously, and the most qualified applicant may be selected.
- Submission of an application does not guarantee approval.
- Each applicant must provide all requested supporting documentation for processing.

Before Starting Your Application

Please have the following items available before submitting your application:

- Valid government-issued photo identification
- Proof of income (recent pay stubs, tax returns, or bank statements)
- Employment information and contact details
- Residence history for the past two years
- Landlord contact information

- Pet or animal documentation, if applicable
- Funds available for the application fee

For self-employed applicants, additional financial documentation may be required.

Equal Housing Opportunity

Twelve Point Property Management complies fully with all Federal Fair Housing laws and applicable state and local housing regulations. We do not discriminate based on race, color, religion, sex, disability, familial status, national origin, or any protected classification under applicable law.

Application Process

Each occupant over the age of 18 is required to submit a completed application, pay the non-refundable application fee, and provide all required supporting documentation. Applications may include review and verification of identification, income, employment history, rental history, credit history, criminal background screening, and pet screening where applicable.

Income & Employment Requirements

Combined household income should generally equal at least three (3) times the monthly rent and must be verifiable through an unbiased source. Applicants may be required to provide pay stubs, tax returns, bank statements, employment offer letters, or CPA-prepared financial statements.

Applicants should demonstrate stable employment history. Temporary, probationary, or unverifiable employment may require additional review or additional deposit requirements.

Rental & Residence History

Applicants must provide verifiable residence history, including landlord contact information and accurate dates of occupancy. Prior evictions, unpaid landlord balances, repeated late payments, lease violations, or broken leases may negatively affect approval.

Credit Screening

A credit screening will be completed for all applicants. Credit history should demonstrate responsible financial behavior and timely payment history. Outstanding landlord collections, utility collections, judgments, or significant unpaid debt may negatively affect approval.

Criminal Background Screening

Criminal background screenings may be conducted for all occupants over the age of 18. Violent offenses, drug distribution offenses, property damage offenses, fraud-related crimes, domestic violence offenses, or offenses that may present a risk to residents, owners, or property may impact eligibility.

Pet & Animal Policies

Pet policies vary by property owner. Some homes may prohibit pets entirely while others may have breed, size, or quantity restrictions.

- No more than two animals per household are permitted without prior written approval.
- Vaccination records and recent photographs may be required.
- Additional deposits, pet fees, pet rent, or animal administration fees may apply.
- Aggressive or restricted breeds may be prohibited depending on owner or insurance requirements.

Service animals and assistance animals are not considered pets. Requests for reasonable accommodation will be reviewed in accordance with Fair Housing laws.

Security Deposits & Additional Fees

Approved applicants will be required to pay a refundable security deposit. Security deposit amounts vary based on applicant qualifications, property requirements, and owner preferences.

Additional fees may include lease administration fees, resident benefit package fees, pet fees, pet rent, move-in inspection fees, or risk mitigation fees where applicable.

Move-In Requirements

Approved applicants will generally have a limited timeframe to submit required deposits and execute lease documents once approved.

- Transfer utilities into resident name
- Provide proof of renter's insurance
- Pay all required move-in funds
- Complete move-in orientation procedures

Property Inspections

Periodic property inspections may be conducted during the lease term to verify lease compliance and property condition. Residents are expected to maintain the property in clean and sanitary condition and promptly report maintenance concerns.

Reasons Applications May Be Denied

- Insufficient or unverifiable income
- Negative rental history
- Prior evictions
- Unpaid landlord or utility collections
- Excessive late payment history
- Falsified or incomplete information
- Failure to provide required documentation
- Failure to meet screening standards

Important Notices

Applicants are responsible for independently verifying school districts, HOA restrictions, utility providers, neighborhood conditions, and property suitability prior to lease signing.

Smoking may be prohibited depending on lease terms and property requirements. Applicants are strongly encouraged to view the property in person prior to signing a lease agreement.

Application Approval Timeline

Applicants will generally receive written notice regarding approval, denial, or conditional approval within approximately 2–3 business days after all required documentation has been received.

Move-Out & Security Deposit Deductions

At the end of the lease term, Twelve Point Property Management will conduct a final move-out inspection of the property. Damages beyond normal wear and tear, unpaid balances, cleaning charges, or lease-related charges may be deducted from the refundable security deposit.

Applicant Acknowledgment

By submitting an application, applicant acknowledges they have reviewed and understood the above screening criteria and disclosure information.

Applicant Signature: _____ **Date:** _____

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