



Matcom Property Management is a fair housing provider who does not discriminate based on race, color, creed, religion, ancestry, national origin, sex, gender identity and expression, marital status, sexual orientation, disability, receipt of public assistance, or familial status.

Your application 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. Information must be verifiable. Your application may be rejected if any requested information on the application is omitted or cannot be verified.

General Information:

- Applicants must be 18 years of age or older to apply. All occupants over 18 years of age will be leaseholders and must pass our background check.
- We have occupancy limits. All occupants, regardless of age, count towards the occupancy limit. We allow: Studio or one bedroom: 2 people -- Two or three bedroom: 4 people -- Four or five bedroom: 6 people
- We will decide about your application, at the latest, on the sixth business day after you apply. If an application is still pending on the sixth business day because we are waiting for information from the Applicant, the application will be denied.
- If any information the Applicant provides on the application is found to be false, the application may be denied.

Income:

- Our income requirement is three (3) times rent per month in gross income. We will consider rental references and supplemental information if received at the time of application that show an Applicant can pay rent at no less than two-and-a-half (2.5) times rent in income. If a cosigner is needed to approve an Applicant, the cosigner and the Applicant must combine to make six (6) times the rent per month in gross income. If the Applicant is having part of their rent paid by a subsidy organization, the Applicant must make three (3) times their portion of rent per month. If the applicant is in the process of finding a job, we require savings equal to nine (9) times the rent to approve them on their own. As another option, the applicant can prepay at minimum three (3) months of rent to meet the income requirement which must be paid at the time of application.
- The Applicant must provide proof of sufficient income. All proof of income must have the Applicant's name on it. The following are acceptable sources of proof: Paystubs or Bank statements showing regular deposits and/or account balances. A letter, on company letterhead, from a manager or supervisor stating annual salary or wages per hour and hours per week. An offer letter for a new position, on company letterhead, stating annual salary or wages per hour and hours per week. Last year's tax statements. A letter from the government stating how much the Applicant's SSI, GA, SNAP or other award is per month.

Credit:

- We will check the Applicant's credit report. We do not require a minimum credit score, but a score above 625 requires no detailed

evaluation. A credit score below 625 requires past due and collection debt to total less than \$3000. Medical and student loan debt will be ignored. High past due or collection debt may be overcome with a cosigner, subsidized rent, or income of four (4) times rent if the debt is not owed to a prior landlord. A lack of credit alone is not grounds for denial.

Criminal Record:

- We will check the Applicant's criminal record. Any conviction for 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 crimes that mandate denial of tenancy in federally assisted housing such as being subject to a lifetime sex offender registration requirement will result in a denial.
- Any pending felony charge or felony conviction sentenced within the last seven (7) years will result in a denial. A felony conviction within the last ten (10) years will result in a denial for the following charges: first degree murder, second-degree murder, third-degree murder, first-degree manslaughter, kidnapping, first-degree criminal sexual conduct, first-degree assault, first-degree arson, and first-degree aggravated robbery.
- Any felony conviction prior to the above lookback periods that resulted in a prison term that ended within the last five (5) years is also grounds for denial.
- Any misdemeanor or gross misdemeanor offense sentenced within the last three (3) years will result in a denial except for DWIs. Petty misdemeanors are not considered. A gross misdemeanor sentence in the last five (5) years resulting in time served of six (6) months or more will be grounds for denial, but we will consider supplemental information if received at the time of application.

Rental History:

- We will consider the Applicant's rental history. We will check for eviction actions filed against the Applicant within the last three years. Any action during this time resulting in a judgement or writ will be grounds for denial. Settled evictions will be denied within the last year, unless accompanied by a positive reference from the filing landlord. We will also attempt to obtain a rental reference from a previous property management company. Negative rental history at any time in the Applicant's past may result in a denial. If the applicant owes more than \$500 in past due rent to a previous landlord, this will result in denial. We will accept supplemental information at the time of application.