

**MAXUS PROPERTIES, INC.
SCREENING QUALIFICATIONS**

MONTHLY INCOME:	3.0 x monthly rent
AGE:	Must be of legal age to apply.
EMPLOYMENT:	Six (6) months minimum at current employer. Previous employment is considered in length of time as long as unemployment term is less than 30 days.
CREDIT:	Needs good credit. Flexibility regarding medical, school loans and discharged bankruptcy. Chapter 13 bankruptcy at time of application is grounds for denial.
RENTAL HISTORY:	Must be good. Poor rental history or an outstanding debt to an apartment community is grounds for denial.
CO-SIGNER/EXTRA DEPOSIT:	Required for anyone with no rental history, short time on job or poor credit
ROOMMATES:	To be determined by property on how income is handled.
MODERATE INCOME:	Must follow maximum income limits given to our screening company by Maxus. No exceptions unless in writing by Tax Credit Dept. or Regional Manager.
CRIMINAL HISTORY:	Applicants may be denied for criminal conviction history of violent or other serious crimes committed by any applicant or by other occupants (including children) who live in or plan to live in the dwelling.

Maxus Properties, Inc. abides by all local, state and federal Fair Housing laws. We practice Equal Housing Opportunity and do not discriminate on the basis of Race, Color, Religion, National Origin, Sex, Handicap or Familial Status.

Revised: 8/8/18

Signature



**MAXUS PROPERTIES, INC.
CO-SIGNER SCREENING QUALIFICATIONS**

AGE:	Must be of legal age to be considered.
MONTHLY INCOME:	4.0 x monthly rent
EMPLOYMENT:	One (1) year minimum at current employer. Previous employment is considered in length of time as long as unemployment term is less than 30 days. Retired or self-employed applicants are to be accepted on a per property basis only.
CREDIT:	Must have good credit. Flexibility regarding medical, school loans and discharged bankruptcy. Current Chapter 13 bankruptcy will be grounds for denial.
RENTAL/OWNERSHIP HISTORY:	Must be good. Poor rental/mortgage history is grounds for denial.
ROOMMATES:	Co-signs/guarantees all lease holders unless there is a co-signer/guarantor for each individual lease holder.
CRIMINAL:	Criminal conviction history of violent or other serious crimes may be grounds for denial.

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AGE: Must be of legal age to be considered.

MONTHLY INCOME: 3.0 x monthly rent

A student must provide proof of being a student at a local school, and have one of the following sources of income that meets the property's rent to income ratio and is verifiable:

- Income from employment equal to screening criteria for the community
- Monthly or Annual Income from a government sponsored program equal to screening criteria for the community
- Cosigner that meets the screening criteria
- Scholarship or student loan to the school of attendance equal to the total rent for the lease period for the community

A student with one of the above and 6 months of good rental history and acceptable credit per the community's screening criteria, will qualify for a regular deposit.

A student with one of the above income sources and no rental history and/or bad credit, will pay a full month's rent as a deposit.

A student with no SS number must have a current, valid passport and Visa allowing them to be in the United States. They will need to pay a full month's rent as deposit if they have no rental history and no way to verify credit, and they must have one of the above income sources.

EMPLOYMENT: Six (6) months minimum at current employer. Previous employment is considered in length of time as long as unemployment term is less than 30 days. See income requirements above.

CREDIT: Must have good credit. Flexibility regarding medical, school loans and discharged bankruptcy. Current Chapter 13 bankruptcy will be grounds for denial.

RENTAL/OWNERSHIP HISTORY: Must have six (6) months of good rental history. Poor rental history or an outstanding debt to an apartment community is grounds for denial.

ROOMMATES: To be determined by property on how income is handled.

CRIMINAL: Applicants may be denied for criminal conviction history of violent or other serious crimes committed by any applicant or by other occupants (including children) who live in or plan to live in the dwelling.


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	PROP: _____	_____
	APT#: _____	_____
	RENT: _____	_____
	AGENT: _____	_____
MOVE IN DATE: _____		_____

APPLICANT INFORMATION

PRIMARY

NAME _____ PHONE _____
 (LAST) (FIRST) (MI) (HOME) (BUSINESS)
 MAIDEN NAME _____
 SS# _____ DRIVERS LICENSE# _____ STATE _____
 MARITAL STATUS: SINGLE _____ MARRIED _____ SEPARATED _____ BIRTH DATE _____

SPOUSE

NAME _____ PHONE _____
 (LAST) (FIRST) (MI) (HOME) (BUSINESS)
 MAIDEN NAME _____ SS# _____ DL# _____ STATE _____
 BIRTHDATE _____

OTHER OCCUPANTS

NAME _____ AGE _____ BIRTH DATE _____
 (LAST) (FIRST) (MI)
 NAME _____ AGE _____ BIRTH DATE _____
 (LAST) (FIRST) (MI)
 NAME _____ AGE _____ BIRTH DATE _____
 (LAST) (FIRST) (MI)
 NAME _____ AGE _____ BIRTH DATE _____
 (LAST) (FIRST) (MI)

PRIMARY APPLICANT

PRESENT EMPLOYER

COMPANY _____ SUPERVISOR _____ PERSONAL PHONE# _____
 ADDRESS _____ START DATE _____
 POSITION _____ MONTHLY GROSS INCOME \$ _____

PREVIOUS EMPLOYER

COMPANY _____ SUPERVISOR _____ PERSONAL PHONE# _____
 ADDRESS _____ START DATE _____
 POSITION _____ MONTHLY GROSS INCOME \$ _____

PRESENT ADDRESS

ADDRESS _____ CITY _____ STATE _____ ZIP _____
 APARTMENT OR LANDLORD NAME _____ PHONE _____
 RESIDENCY DATES START _____ END _____ RENT \$ _____

PREVIOUS ADDRESS

ADDRESS _____ CITY _____ STATE _____ ZIP _____
 APARTMENT OR LANDLORD NAME _____ PHONE _____
 RESIDENCY DATES START _____ END _____ RENT \$ _____

PREVIOUS ADDRESS

ADDRESS _____ CITY _____ STATE _____ ZIP _____
 APARTMENT OR LANDLORD NAME _____ PHONE _____
 RESIDENCY DATES START _____ END _____ RENT \$ _____

PREVIOUS ADDRESS

ADDRESS _____ CITY _____ STATE _____ ZIP _____
 APARTMENT OR LANDLORD NAME _____ PHONE _____
 RESIDENCY DATES START _____ END _____ RENT \$ _____

SPOUSE

PRESENT EMPLOYER

COMPANY _____ SUPERVISOR _____ PERSONAL PHONE# _____
 ADDRESS _____ START DATE _____
 POSITION _____ MONTHLY GROSS INCOME \$ _____

PREVIOUS EMPLOYER

COMPANY _____ SUPERVISOR _____ PERSONAL PHONE# _____
 ADDRESS _____ START DATE _____
 POSITION _____ MONTHLY GROSS INCOME \$ _____

PRESENT ADDRESS

ADDRESS _____ CITY _____ STATE _____ ZIP _____
 APARTMENT OR LANDLORD NAME _____ PHONE _____
 RESIDENCY DATES START _____ END _____ RENT \$ _____

PREVIOUS ADDRESS

ADDRESS _____ CITY _____ STATE _____ ZIP _____
 APARTMENT OR LANDLORD NAME _____ PHONE _____
 RESIDENCY DATES START _____ END _____ RENT \$ _____

WILL YOU HAVE A PET IN THE APARTMENT? YES OR NO DESCRIPTION

LEASE FILE INFORMATION

NEAREST RELATIVE			
NAME _____		HOME PHONE _____	
(LAST) _____	(FIRST) _____	(MI) _____	
ADDRESS _____		WORK PHONE _____	
_____		_____	
EMERGENCY CONTACT (other than above)			
NAME _____		HOME PHONE _____	
(LAST) _____	(FIRST) _____	(MI) _____	
ADDRESS _____		WORK PHONE _____	
_____		_____	
PERSONAL DESCRIPTION			
PRIMARY APPLICANT			
HEIGHT _____	WEIGHT _____	HAIR _____	EYES _____
SPOUSE			
HEIGHT _____	WEIGHT _____	HAIR _____	EYES _____
VEHICLE DESCRIPTION			
VEHICLE 1: MAKE _____	MODEL _____	YEAR _____	LICENSE# _____ STATE _____
VEHICLE 2: MAKE _____	MODEL _____	YEAR _____	LICENSE# _____ STATE _____
BANK			
PRIMARY			
NAME OF BANK _____		PHONE# _____	
CHECKING ACCOUNT # _____	SAVINGS ACCOUNT # _____	_____	
SPOUSE			
NAME OF BANK _____		PHONE# _____	
CHECKING ACCOUNT # _____	SAVINGS ACCOUNT # _____	_____	
OTHER INCOME AND AMOUNT: _____ (indicate checking or savings)			
(Verification will be requested. Please list any SSI, Pension, Disability, Student Grants, Dividends, Etc.)			
FULL TIME / PART TIME STUDENT YES _____ NO _____ Please circle: FT OR PT			
How many hours are you taking _____ What is FT hourly requirement for your school _____			
QUALIFYING QUESTIONS			YES
1. HAVE YOU OR YOUR SPOUSE EVER BEEN EVICTED FROM RENTAL HOUSING? If yes, List State			NO
2. HAVE YOU OR YOUR SPOUSE EVER BEEN CONVICTED OF A CRIME? If yes, List State			STATE
3. WILL THERE BE ANY OTHER OCCUPANTS OVER 18 YEARS OF AGE OTHER THAN THOSE LISTED ABOVE?			
RELEASE: I understand that I acquire no rights in an apartment until I sign this agreement and submit a reservation deposit in the amount of \$ _____			
Upon approval of tenancy and the signing of an apartment rental agreement, this fee will be credited against my deposit, in consideration for landlord holding said apartment at _____.			
If application withdraws the application, a fee of \$ _____ will be retained by Landlord. If approved and the rental unit is held for applicant for more than 3 days after approval and the applicant withdraws the application, all monies deposited shall be forfeited to the Landlord.			
Pursuant to State and Federal Fair Credit Reporting Acts, this is to inform you that an investigation involving the statements made on your rental application at the above-mentioned apartment complex, as well as inquiries regarding public records, your character, general reputation, personal characteristics and mode of living may be initiated. You have the right to dispute the information reported. Upon written request, you are entitled to a complete and accurate disclosure of the investigation's nature and scope as well as a written summary of your rights and remedies under the Fair Credit Reporting Act. Inquiries should be directed to Resident Data, Inc.			
PO Box 850454 Richardson, TX 75085-0454. We certify that, to the best of my/our knowledge, all statements are true and complete. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction. I/We authorize Resident Data, Inc. to obtain all reports and verifications necessary to verify all information put forth in the above application and to furnish all information to the landlord named above.			
Keys will be furnished only after contemplated lease and other rental documents have been properly executed by all parties and only after applicable rents and security deposits have been paid. This application does not obligate Property to execute a lease or deliver possession of the proposed premises. I understand if Property is unable to deliver possession of proposed apartment on the agreed date for any reason, including holdover of a prior Resident, then Property shall not be liable as a result. Property is also under no obligation to deliver possession of another apartment. By my signature below, I certify that I have read and understand the terms of this rental application. I am aware that an incomplete application causes a delay in processing and may result in denial of tenancy. Equal Housing Opportunity			
Future Resident Signature _____	DATE _____	AUTHORIZED CONSULTANT _____	DATE _____
Future Resident Signature _____	DATE _____	MANAGER APPROVAL _____	DATE _____
Faxed application to screening company _____ Approved _____ Informed Applicant _____ Manager Approval _____			

Tenant Release and Consent

I/We _____, the undersigned hereby authorize all persons or companies to release without liability, information regarding my /our employment, income, and rental history to _____ for purposes of verifying information provided as part of my/our apartment rental application.

Information Covered

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquires that may be requested include, but are not limited to personal identity; employment, income, and rental history. I/We understand that this authorization cannot be used to obtain any information about me/us that is not pertinent to my eligibility for and continued participation as a Qualified Tenant.

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and will stay on file for one year and one month from the date signed. I/We understand I/We have a right to review this file and correct any information that I/We can prove is incorrect.

Signatures

_____ Head of Household	_____ Print Name	_____ Date
_____ Co-head of Household	_____ Print Name	_____ Date
_____ Adult Member	_____ Print Name	_____ Date