

**El Rio Efficiency Apartments**  
**Application Screening Criteria**

A rental application must be signed and processed on all prospective occupants 18 years of age or older. A Non-refundable application fee must be paid for each application leasing 30 days or more. All prospective occupants will be qualified on the following criteria.

**Equal Opportunity Housing:** Brokerage does not and will not discriminate against any person based on race, color, religion, sex, handicap, familial status, national origin, or sexual orientation.

**Income/Employment:** Gross monthly income must be two times the amount of the monthly rent (utilities included). Occupants income may be combined to meet the requirement. If employment income does not meet the criteria, documentation of other supplemental income must be provided. Employment must be current and verifiable for a minimum of six months.

**Residency:** Rental history will be verified for each applicant.

- Must have a minimum of one-year verifiable rental/residence.
- No more than two late payments in a 12-month period.
- No more than one NSF in a 12-month period.
- No non-compliance issues that resulted in non-renewal or eviction.

**Credit:** A credit report and background check will be processed on each applicant to include reports on credit, criminal, & rental history.

Note: Credit freezes placed on your records will affect the information we are able to access. Please remove any freezes you have placed on your account prior to Management running the credit check and let us know if there is a time limit imposed. Otherwise you will be required to pay additional application fees.

**Criminal:** All applicants must meet our criminal history criteria.

- Applicants who are registered sex offenders will be denied.
- Applicants must have no felony convictions less than 10 years old that involve violent crimes against persons or property, including but not limited to murder, arson, kidnapping, assault, bomb related offenses, robbery or burglary, terrorism, or that involve the manufacturing or distribution of drugs in any manner.
- All other felony convictions must be more than 5 years old.
- Conviction of any drug related offenses involving possession only or alcohol related offenses where no one was permanently injured or killed, must be at least 2 years old.
- Successful completion of any felony sentence at least 2 years ago and no new criminal activity for at least 2 years before this application is also required.
- No applicant with any outstanding warrants or crime that is awaiting trial will be accepted.

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If the applicant would like Management to review additional information regarding the felony conviction or the current arrest or Warrant as part of their rental application, the applicant is permitted to submit that information to Management along with their application and Management will review that information on a case by case basis.

**Occupancy:** Limited to two people, regardless of age.

**Smoking is not permitted inside any property.**

**Pet Qualifications:** For the purposes of liability limitation and insurability, El Rio adheres to a list of restricted animals and restricted dog breeds. Check with the property manager for this list.

All pets must be approved in writing and added to the lease. If allowed by the owner, only 1 pet is permitted. The landlord may require tenant to have an additional liability policy naming the property owner as additionally insure. Pet deposits will apply.

**Assistive or Service Animals:** Tenant must have a Verification of Disability from Medical Provider form or other acceptable documentation. There is no pet deposit required.

**Outdoor Furniture Restrictions:** No items other than furniture that is designed to be used solely outdoors may be placed outdoors.

**Applicants will be denied for the following reasons:**

- Pending eviction.
- Monies owed & evictions to a landlord in the last 5 years.
- Foreclosures within the past three years with unresolved judgement.
- Pending bankruptcy. Bankruptcies must be discharged for at least 24 months.
- Registered sex offenders will automatically be denied.
- If on a terrorist watch list will be automatically denied.
- No applicant with any outstanding warrants or crime that is awaiting trial will be accepted.
- Falsifying information on application.

**Application/Earnest Deposit:** This deposit is not a Security Deposit. However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties. It will be retained by us as liquidated damages if you fail to sign or attempt to withdraw from signing a Lease Contract.

**Security Deposit:** Security deposit is given to assure payment or performance under the Lease Agreement.

**Agency Disclosure:** The Broker exclusively represents the landlord/owner of the property.

**Application Requirements:** \*Needed when filling out an application.

- Please provide three to four paystubs or an award letter.
- Please provide three years of residential history.

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- Photocopy of your ID.
- \$25 per application.
- If applying in person, please bring exact change cash or a money order for application fee.

Please complete the following [application](#), download it and send it to [Michelle.owens@dipesorealty.com](mailto:Michelle.owens@dipesorealty.com) or bring it with you. Thank You