



MONROE PLACE

TENANT SCREENING CRITERIA

Monroe Place does not discriminate against applicants or residents on the basis of race, color, national origin, religion, sex, disability marital status or familial status. State and local laws include additional protections in housing including sexual orientation, creed, and age. The Iowa Civil Rights Act (Iowa Code 216) also prohibits housing discrimination based on gender identity. Please review this information before completing the application. Falsification of information on the application will result in denial of residency and loss of application deposit as liquidated damages for our time and expense.

IDENTIFICATION

All applicants must present a valid driver's license or other government-issued photo identification and one of the following: 1) a United States government issued Social Security number; 2) Form I-94 Arrival-Departure Record; 3) temporary resident alien card verifying approved entry by the United States government (I-94W); 4) I-551 Permanent Resident Card (Alien Registration Receipt Card); 5) Form I-688 Temporary Resident Card; 6) Form I-688A Employment Authorization Card

INCOME STABILITY

- Stable employment for the past 3 months or proof of new hire with local company that verifies anticipated start date and salary. Last three months of paystubs are required.
- If self-employed, applicant must provide a minimum of 1 previous year's tax return for business' net income which shows sufficient to meet minimum income requirements, or pay 6 months in advance.
- Non wage earnings used in Household Income calculations such as Alimony, Child Support, Social Security Benefits, and Unemployment Benefits will require applicant to provide verification of benefits letter dated within the last 60 days.
- If reporting zero income, applicant must pay 6 months rent in advance.

RENT/EARNINGS RATIO

- All applicants must have a verifiable income source or pay 6 months in advance.
- Minimum Monthly Household Income is 4 times the rent for unit.
- *For Designated Affordable Units*, Maximum Monthly Household Income can not exceed 80% AMI for household size for Cedar Rapids and additional verifications of income and assets will be required.
- If receiving Section 8 Rent Assistance (Leased Housing) or rental assistance from any other type of Government or Social Service Agency Applicant must provide current verification of eligibility of the program that verifies amount and duration of assistance.

CREDIT REPORT

- Minimum Credit Score of 650.

CRIMINAL BACKGROUND

- Applicant will be denied if in the past 5 years **has any** Drug or Drug-related charges including but not limited to possession, disorderly house, and possession of drug paraphernalia. Any charges related to violent criminal activity or any other criminal activity that would threaten the health, safety or right of peaceful enjoyment of another resident.
- Applicant will be denied until any pending charges are dismissed.
- An applicant or occupant will automatically be denied should the applicant appear on any State Sex Offender registration.
- An applicant or occupant will automatically be denied should the applicant appear on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies.

RENTAL HISTORY

- Last 3 years of housing (rental/mortgage) history must be verifiable and positive including references for Pets or Service or Companion animals if applicable. Verification must be through owner or property management company.
- Mortgage – must be verifiable via credit report or formal written documentation of home ownership.
- No evictions in the past 3 years.
- Lack of Rental History may require additional deposit.

OTHER SCREENING CONSIDERATIONS-

- Accessible units must be offered first to persons with disabilities who require the units’ accessibility features.
- If an applicant does not meet the eligibility criteria, they will be sent a letter stating the reasons that they have been denied. The applicant has the right to appeal the decision to Monroe Place; the appeal must be in writing, within 10 days, and provide any supporting documentation to dispute the rejection. The applicant will be notified of Monroe Place’s decision of the appeal within 14 days of the date of the request.

OCCUPANCY STANDARDS - Two people per bedroom

DEFINITION OF OCCUPANTS – Occupants are immediate family members under the age of 18 or legal dependents as indicated on the most recent federal or state income tax form. Occupants must not have any automatic rejections. All others need to apply for lessee status, complete an application and be screened.

ROOMMATES MUST QUALIFY INDIVIDUALLY IN ALL AREAS EXCEPT INCOME. ROOMMATES COMBINED INCOME MUST MEET RENT/EARNINGS RATIO FOR THE APARTMENT.

- **By signature below, Applicant acknowledges that he/she has reviewed the rental selection criteria, which includes reasons why the application may be denied. The Applicant understands that if he/she does not meet the rental selection criteria or fails to answer any question or gives false information, we may reject the application, retain fees allowed by statute and terminate any right of occupancy.**
- Applicant is encouraged to pay a deposit at the time of application (Full Deposit is equal to one month’s rent). In the event applicant is not approved, deposit will be returned. Applicant acknowledges that once their application is approved the deposit is required to hold a unit, ***without a deposit Monroe Place will not assign a unit or guarantee availability.*** _____ **(Please Initial)**
- After 48 hours of approval and payment of the deposit the applicant acknowledges that they will forfeit the deposit in the event that they do not take possession of the unit for any reason. _____ **(Please Initial)**

APPLICANT SIGNATURE

DATE

APPLICANT SIGNATURE

DATE

Items to turn in with application:

- \$25 non refundable application fee per adult.
- Copy of Photo ID & Social Security Cards of all adults
- 3 months of Paystubs
- Verification of Benefits for non wage income

