

## DIVERSIFIED SERVICES INC. APPLICATION PROCESS

We are working with neighbors and other landlords in this area to maintain the quality of the neighborhood. We want to assure that people do not use rental units for illegal activity. To that end, we have a thorough screening process.

Because it costs us time and money to do a thorough check of your application, we will accept the first qualified applicant.

If you meet the application criteria and are accepted, you will have peace of mind knowing that other renters in this area are being screened with equal care, and that the rise of illegal activity occurring in the area is reduced.

PLEASE NOTE THAT WE PROVIDE EQUAL HOUSING OPPORTUNITY.  
WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR,  
RELIGION, SEX, HANDICAP, NATIONAL ORIGIN, FAMILIAL STATUS, AGE, SEXUAL  
PREFERENCE, CREED, OR SOURCE OF INCOME.

### APPLICANT SCREENING CRITERIA

1. A COMPLETE APPLICATION. One for each person. If a line is not filled in, we will return it to you.
2. RENTAL HISTORY VERIFIABLE FROM UNBIASED SOURCES. If you are related by blood or marriage to one of the previous landlords listed, or your rental history does not include at least two previous landlords, you may be denied. It is your responsibility to provide us with the information necessary to allow us to contact your past landlords.  
We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history. If you owned rather than rented your previous home, you will need to furnish mortgage company references and proof of title ownership or transfer.
3. SUFFICIENT INCOME/RESOURCES. If the combination of your monthly personal debt, utility costs, and rent payments exceed fifty percent (50%) of your monthly income, before taxes, we will require a qualified co-signer on your rental agreement. If the combination exceeds seventy-five (75%) of your monthly income, your application will be denied. Income must be verifiable through pay stubs, employer contract, or tax records. All other income, including self-employment, must be verifiable through tax records. For Section 8 applicants, the amount of assistance will be considered part of your monthly income for purposed of figuring the proportion.
4. YOU WILL BE DENIED RENTAL IF:
  1. You misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.
  2. Suspected of or convicted of homicide/murder
  3. Accessory to Murder

4. Attempted Murder
5. Manufacturing Methamphetamine
6. Rape/child Molestation

5. YOU MAY BE DENIED RENTAL IF:

If you have had a conviction or are under suspicion for any type of crime that would be considered by Diversified Services Inc. a threat to property or to other resident's peaceful enjoyment of the premises, including the manufacture or distribution of controlled substances. Including, but not limited to: Gang Association Activity, Domestic Violence, All Felony Convictions, Terrorizing, Menacing, Threats, Harassment, Assault/Fighting, Fraud Theft, burglary, Robbery, Larceny, Vandalism, Destruction of Property, Prostitution, Disorderly Conduct.

In the last five years you have had unpaid collections, a court order for cause evictions, or any judgment against you for financial delinquency.

Previous landlords report significant complaint level of non-compliance activity including but not limited to:

- Repeated disturbances of the neighbor's peaceful enjoyment of the area;
- Reports of gambling, prostitution, drug dealing or drug manufacturing;
- Damage to the property beyond normal wear;
- Reports of violence or threats to landlords or neighbors;
- Allowing persons not on the lease to reside on the premises;
- Failure to give proper legal notice when vacating the property;
- Previous landlords would be disinclined to rent to you again for any other reason pertaining to the behavior of yourself, your pets, or others allowed on the property during tenancy.

**THESE CRITERIA APPLY TO EVERYONE WHO WILL RESIDE IN OR ON THE PROPERTY.**

We will require up to four (4) days to process an application.

We will accept the first qualified applicant.

**Updated: 7/2007**