

# **STATEMENT OF POLICY**

## **Tenant Selection Criteria**

No Applicant/Co-Applicant shall be denied the opportunity to apply for housing and no eligible Applicant/Co-Applicant shall be denied the opportunity to lease/rent any dwelling suitable to their needs based on, color, sex, creed, handicap, religion, national origin, or sexual orientation.

The following criteria will be used in selecting Applicants/Co-Applicants for occupancy:

- Applicant's/Co-Applicant's current and past performance in meeting financial obligations, especially rental payment history.
- A record of disturbance of neighbors, destruction of property, living or housekeeping habits at prior or current residence, which may adversely affect the health, safety of other tenants and/or the building.
- A history of criminal activity involving crimes of physical violence to persons or property and other criminal acts which may adversely affect the health, safety or welfare of other tenants or the building.
- A history of drug activity, including the manufacture, sale, or use of illegal drugs.
- Present employment reference verifying income, attendance, dependability, attitude, and continued employment.
- Favorable Personal Character reference. This reference must be from an objective party, someone other than family or friends. Some examples would be employer, present or former, volunteer work, training, schooling, child-care, church, counseling.
- Verification of other income to confirm affordability of apartment Applicant/Co-Applicant is applying for.
- Applicant/Co-Applicant for market rents must have the necessary household income to afford the housing that is being applied for. The maximum ratio of monthly household income to apartment expense, including all utilities, is approximately 30%.
- When necessary, because of marginal landlord references regarding housekeeping skills or the lack of knowledge from a current or former landlord, a physical inspection will be conducted of the Applicant's/Co-Applicant's current residence.
- All applicants must be of legal age unless Verification of Emancipation is received at the time of application.
- The disclosure of all requested information submitted in a complete, accurate, and truthful manner. False information could result in denial of housing from Outlook Assoc., LLC.

In the event of receipt of unfavorable information with respect to an Applicant/Co-Applicant, consideration shall be given to the time, nature, and extent of the Applicant's/Co-Applicant's conduct and to the factors which might indicate a reasonable probability of unfavorable future conduct or financial prospects. For Example:

- Evidence of rehabilitation.
- Evidence of the Applicant's/Co-Applicant's participation in or willingness to participate in social service or other appropriate counseling service programs and the availability of such programs.
- Evidence that the Applicant's/Co-Applicant's ability to increase household income and the availability of training or employment programs on the locality.

Any Applicants/Co-Applicants, for market rents, must submit at the time of application, a copy of the following documents:

- Valid driver's License and/or State Issued Identification.
- Social Security Card.
- Vehicle Registration.

- Income Verification – a minimum of the last five weeks paycheck stubs.
- TANF/Child Support: Current check stubs or printout of payment history from D.H.H.S., Social Security/SSI: Verification from Social Security Administration.
- Unemployment Compensation: Year to date print out from Employment Security Commission.
- Pensions: Current check stub.
- Self-Employed: Two years tax returns.

# RENTAL APPLICATION

Date: \_\_\_\_\_ Property Location: \_\_\_\_\_

Applicant	
Name:	
Address:	
SSN#:	
Birthdate:	
Ph.#:	

Co-Applciant	
Name:	
Address:	
SSN#:	
Birthdate:	
Ph#:	

<p>General Comments (Please include any pertinent information about Applicant/CO-Applciant, living conditions, needs for housing, etc.):</p>
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Present Landlord Information	
Landlord Name:	
Landlord Address:	
Length of Time at Address:	
Rental Address:	
Landlord Ph.#:	
Rental Amt:	Per Month
Utilities Cost:	Per Month

Prior Landlord Information	
Prior Landlord Name:	
Prior Landlord Address:	
Length of Time at Address:	
Prior Rental Address:	
Landlord Ph.#:	
Prior Rental Amt:	Per Month
Utilities Cost:	Per Month

Applicant Employment Information	
Company Name:	
Address:	
Time Employed:	
Wages:	Per Month
Company Name:	
Address:	
Time Employed:	
Wages:	Per Month

Co-Applciant Employment Information	
Company Name:	
Address:	
Time Employed:	
Wages:	Per Month
Company Name:	
Address:	
Time Employed:	
Wages:	Per Month

Other Income Sources	
Child Support:	Per Month
Pension:	Per Month
SSI:	Per Month
Social Security:	Per Month

Co-Applciant Other Income Sources	
Child Support:	Per Month
Pension:	Per Month
SSI:	Per Month
Social Security:	Per Month

Other Type:	Per Month	Other Type:	Per Month
Other Type:	Per Month	Other Type:	Per Month

Complete the following information for each member that will reside at the property.

Name	Birthdate	SSN#	Current Address

**Financial Information**

Bank Name:		Address:	
Account #:		Type:	<input type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> Other
Bank Name:		Address:	
Account #:		Type:	<input type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> Other
Bank Name:		Address:	
Account #:		Type:	<input type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> Other

**Emergency Contacts**

Name:		Address:	
Ph.#:		Relationship:	
Name:		Address:	
Ph.#:		Relationship:	

**Questionnaire**

Have you, or member of your household, ever been arrested or charged with a crime?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, Please Explain:		
Have you, or member of your household, been evicted from an apartment or home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, Please Explain:		
Was it ever necessary for eviction proceedings to be initiated on your household?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, Please Explain:		
Has your employment ever been terminated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, Please Explain:		
Have you ever been dishonorably discharged from any branch of the military?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever filed a lawsuit, including Small Claims Court?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, Please Explain:		

*I hereby certify that I am at least 18 years of age. The above information is, to the best of my knowledge, complete and accurate. I hereby give Outlook Assoc., LLC., permission to verify the above information, including rights and access to any documents relating to the above information. The undersigned warrants and represents that all statements are true and agrees to execute upon presentation a lease or tenancy at will stated, which lease may be terminated by the lessor if any statements herein made are not true.*

*Deposit is to be applied on rent or retained as liquidated damages except it is to be refunded if said applicant is not accepted by the owner. This application and deposit are taken subject to previous applications.*

*I authorize you to obtain any information relative to this application which you may obtain from any bank, finance company, loan company, credit bureau, employer, or any other source of information to which you may apply. Each source is hereby authorized to provide you with such information. Application must be completed in its entirety to be processed by Outlook Assoc. LLC.*

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**Applicant Signature**

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**Date**

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**Co-Applicant Signature**

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**Date**

**Please Return Rental Application To:**

Kevin Bowman  
P.O. Box 156  
Newport, Maine 04953