

## Tenant Selection Criteria

1. Applications for occupancy will be accepted at the management office at CORPORATE DEVELOPMENT, INC., 332 West F Street, Suite B, Oakdale, CA 95361.
2. All Federal, State and local Fair Housing Laws will be abided by at all times. Applicants will not be discriminated against on the basis of sex, race, national origin, familial status, religion or handicap status.
3. The maximum occupancy standard is TWO (2) PERSONS per bedroom.
4. Maximum income limits are determined by Housing and Urban Development (HUD). Applicants exceeding this limit will not be eligible for housing.
5. Minimum incomes are based on the rents. The monthly rent may not exceed 38% of the verified monthly gross income. An exclusion to this guideline applies to applicants dependent upon rental assistance.
6. The following criteria will be considered in processing applicants for available property:
  - A. Credit reports are obtained on all applicants through Prospective Renter's Verification Service and is a major consideration in the approval process. \$60 per couple, \$30 each individual over the age of 18.
  - B. Outstanding collections may not exceed \$200.00.
  - C. At least 3 years of present and former landlords demonstrating the ability to pay rent.
  - D. Criminal record background check.
7. Applicants shall NOT currently be engaged in the illegal use of a controlled substance.
8. Applicants shall NOT have been convicted of the illegal manufacturing or distribution of a controlled substance.
9. Applicants may be rejected for conviction of fraud, theft, assault and battery or any violent crime, misdemeanor or for numerous convictions of illegal activity.
10. Applications rejected for any of the above reasons will be notified of the reasons and of their right to appeal.
11. **Rental History / Mortgage Payment** Rental history or mortgage payments will be verified for a minimum of 3 years. Since time is of the essence we will verify this by phone or fax. Rental history and or mortgage payments must be positive with no late payments or current balances due as well as abiding by the rules. In the event of an eviction or foreclosure, the application will be denied. In the event a household member does not have current rental history or no previous rental history, a double security deposit may be required.
12. **Credit History:** A credit report will be ordered. Factual data uses several different credit reporting agencies, including TRW, CBI and Trans Union. If the credit report indicates previous negative experience with an apartment community, property management firm, lending institution and/or utility company (such as gas or electric) the application will be denied. Late payments on credit cards or past hospital bills will not automatically deny an application; however, a larger security deposit may be required.



TENANT SCREENING POLICY

1. Tenant application completed
2. \$30 per adult collected in cash prior to ordering credit report - Prospective Renters Verification Service.
3. From application, credit references called, landlord verification, (including 2 previous landlords).
4. Employment verification, proof of income required.
5. Debt / Income Ratio reviewed, income should be 1 1/2 times more than debts.
6. History of eviction will not qualify.
7. Credit report identifies previous and existing addresses, verifies vendors (loans, etc.), and collections/judgments.
8. If collections are due to ex-spouse, etc., settlement agreement produced to state who is responsible for bills.
9. Criminal background - any county where tenant resided.
10. Each rental agreement will state that tenant does not abuse drugs or alcohol.

***CORPORATE DEVELOPMENT, INC.***

Rhonda L. Waddell  
A Real Estate Broker  
DRE #00881339  
RLW/

\_\_\_\_\_  
Tenant

## Addendum to Rental Application

Have you or ANYONE (regardless of age) who will be residing with you EVER:

Circle Correct Answer

- |   |     |    |
|---|-----|----|
| Been arrested, cited, prosecuted, plead guilty to or been convicted of any crime? | Yes | No |
| Been placed on probation, parole, or affected by the Megan's Law?                 | Yes | No |
| Been in a gang or are you currently a member of a gang?                           | Yes | No |
| Been involved in or are you currently involved in any illegal activity?           | Yes | No |
| Been evicted or had a forcible detainer filed against you?                        | Yes | No |
| Been a petitioner in a case at bankruptcy court?                                  | Yes | No |
| Had a warrant or do you currently have a warrant for your arrest?                 | Yes | No |
| Moved to avoid eviction or because of problems with a tenant or landlord?         | Yes | No |

Please explain all "YES" answers in detail. (What happened, when, where and the results):

---

---

---

---

---

---

---

---

Signature

Signature

Rental History Verification

TO: FROM: Rhonda L. Waddell  
CORPORATE DEVELOPMENT, INC.  
332 West F Street, Suite B  
Oakdale, CA 95361

SUBJECT PROPERTY:

TENANT:

Please complete the following at your earliest convenience:

1. Length of tenancy: \_\_\_\_\_
2. Was rent paid on time? \_\_\_\_\_
3. If not, number of late payments: \_\_\_\_\_
4. At the time of vacancy were there any damages to the property?  
\_\_\_\_\_
5. Was the security deposit refunded to tenant?  
\_\_\_\_\_  
If not refunded in full, please note the reasons  
why \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Would you rent to \_\_\_\_\_ again?