

RESIDENT SELECTION CRITERIA

ERC Management Group supports The Fair Housing Act as amended, prohibiting discrimination in housing on race, creed, color, religion, sex, national origin, handicap, familial status, or sexual orientation. The following qualification standards will be required from every prospective resident.

1. Applicant must be a minimum of 18 years of age or an emancipated minor to enter into a Contract for Lease.
2. Unless married, all applicants must complete, date and sign a separate application form provided by Capstone Real Estate Management Group, LLC.

Income: Must be verified by one or more of the following:

- By employer
- By three most recent paycheck stubs
- By court documents
- By two most recent bank statements, CPA, or last year tax return if self-employed

And

- Verifiable gross monthly income must be two and one half times the market rent.

Employment: Applicants should:

- Have verifiable income resources
- If self-employed, must have three (3) consecutive months of employment (tax credit only)

Credit History: Credit check should show positive history

Rental History: Applicants should have:

- No history of nonpayment of rent or Eviction(s).
- No more than four (4) late payments within past twelve (12) months.
 - a) Rental history from a family member or friend is not considered established rental history, unless proper documentation is provided.

Criminal History: A history of disturbance of neighbors, destruction of property or living or housekeeping habits which adversely affect the health, safety or welfare of other residents.

And / or

If you have any felony criminal convictions or currently serving felony deferred adjudication, or serving misdemeanor deferred adjudication, or a case pending for the following will be denied.

- Theft of Property
- Violence
- Drug Related (this includes, but is not limited to, the manufacturing, possession, sale, or use of illegal substances.)
- Injury to persons
- Injury to property
- Sexual Offenses
- Or in Oklahoma, if ever convicted of a felony

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Number of Occupants: Maximum Number of Occupants:

- One Bedroom – 3 persons
- Two Bedroom – 5 persons
- Three Bedroom – 7 persons
- Four Bedroom – 8 persons

Automatic Denial:

- An incomplete application that was not made complete in the time frame required.
- A household that consist of all full time students, that does not meet an approved exception (ERC229) (TAX CREDIT HOUSEHOLDS ONLY)
- Unpaid civil judgments
- Does not meet Minimum Income requirements. Total gross household income must meet a minimum of two and one half times the rental fee per month, except when the household has verifiable assets meeting the income requirement, or the applicant has housing assistance.
- False statements, either orally, or in writing.
- A history of nonpayment or unpaid financial obligations in excess of \$500 within the previous 12 months
 - a) \$500+ Court judgment within last 3 years
 - b) \$500+ Collection within last 1 year
 - c) \$500+ Currently Past Due
 - d) \$50+ Still owed on any Contract for Lease
 - e) 5+ Collection accounts total within last 1 year
- Unpaid Tax Liens
- Unpaid Utilities

Other Items Required:

- Proof of identification is required on all applicants
- Copy of Social Security Card(s)
- Copy of divorce decree (TAX CREDIT HOUSEHOLDS ONLY)
- Copy of Birth Certificate(s) for persons under age 18 (TAX CREDIT HOUSEHOLDS ONLY)