



## Applicant Selection Criteria

Sheehan Property Management utilizes a consistent, reasonable, and objective system to screen all residents. Each applicant must qualify according to the guidelines outlined below prior to occupancy at the community. Sheehan Property Management reserves the right to deny any application if the following requirements are not met.

- All applicants must be 18 years of age. Any person who will occupy the apartment who is 18 years of age or older must complete an application and is required to pass our criminal screening process.
- Prospective residents must have adequate proof of income. Income will be verified by submission of paystubs, employment verification form, or verifiable tax statement showing earnings from the previous year if applicant is self-employed.
- Each prospective resident should have verifiable credit accounts in good standing, including verifiable rental history. Lack of credit is not considered to be negative credit. Any accounts with legal action filed by an apartment community or previous landlord must reflect a zero balance or the prospective resident must be able to supply a letter from an attorney or creditor, on company letterhead, stating payment history and account satisfaction. Evictions are exceptions to this stated policy. Any eviction filed and not dismissed is grounds for denial.
- Student loans and medical collection accounts will not be used in consideration of applicant approval.
- If the applicant does not meet all of the requirements of our selection criteria, additional information may be required. A Co-signer/Guarantor may be required. Co-signers/Guarantors must individually qualify as stated for employment, residence history, and credit. Co-signer/Guarantor must sign lease agreement and all applicable addenda.
- Criminal history will be reviewed. Felonies and misdemeanors involving violent crimes against persons or drug related offenses (including but not limited to sex offenses, assault, battery, arson, burglary, trafficking, prostitution, and gang participation) constitute automatic denial.

Occupancy guidelines are as follows: No more than 2 persons per number of bedrooms in the apartment.

- 1 Bedroom Apartment = 2 Occupants Maximum
- 2 Bedroom Apartment = 4 Occupants Maximum
- 3 Bedroom Apartment = 6 Occupants Maximum

An application could be denied due to, but not limited to, the following:

- ✓ Falsification of information provided in your application
- ✓ Past and/or present landlord information is not verifiable or is not provided
- ✓ Applicant has a unfavorable rental history
- ✓ Applicant had a unfavorable credit history
- ✓ Income cannot be verified or income documents not provided
- ✓ Applicant has a history of eviction, judgment, bankruptcy or is subject to court action by a previous landlord



Wellington Apartments Application

1350 Wellington Way #1A Decatur, IL 62526

Phone (217)330-8769 Fax (217)330-8772

Last Name First Name MI Birth Date Driver's License & State Social Security #

Home # ( ) Cell # ( ) Do you have Pets? Yes \_\_\_ No \_\_\_; Type \_\_\_\_\_ Size \_\_\_\_\_

Email address: How many people will be residing with you? \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relation: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relation: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relation: \_\_\_\_\_

Nearest Relative: Phone: Address:

Emergency Contact: Phone: Address:

Reference: Phone: Address:

Reference: Phone: Address:

Current Residence History

Current Address:

Landlord or Mmt. Co. Name: Landlord or Mmt. Co. Phone: Landlord or Mmt. Co. Address:

Rent \_\_\_\_\_ Own \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_ Renters Insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

Why are you vacating? Have you given proper notice to vacate? Yes \_\_\_ No \_\_\_

Have you ever been evicted? Yes \_\_\_ No \_\_\_ Have you ever been convicted of a crime? Yes \_\_\_ No \_\_\_

Previous Address:

Landlord or Mort. Co. Name: Landlord or Mort. Co. Phone: Landlord or Mort. Co. Address:

Rent \_\_\_\_\_ Own \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_ Renters Insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

Employment History

Employer Employer's Phone: Employer's Address:

Occupation Supervisor's Name: How Long? Years \_\_\_ Mos. \_\_\_ Gross Monthly Income? \$ \_\_\_\_\_

Employer Employer's Phone: Employer's Address:

Occupation Supervisor's Name: How Long? Years \_\_\_ Mos. \_\_\_ Gross Monthly Income? \$ \_\_\_\_\_

Additional Income

Amount: \$ Frequency: Source:

Assets and Credit Accounts

Make: Model: Year: Plate # Color: Payment Amount \$ \_\_\_\_\_

Make: Model: Year: Plate # Color: Payment Amount \$ \_\_\_\_\_

Do you have any credit accounts? Yes \_\_\_ No \_\_\_ Are all accounts in good standing? Yes \_\_\_ No \_\_\_

NON-REFUNDABLE APPLICATION FEE \$35.00

I certify that the above information is complete and correct and hereby authorize you to do a credit check, obtain an investigative consumer report and make any other inquiries you feel necessary to evaluate my tenancy and credit standing. I/we understand that giving incomplete information is grounds for rejection of the application. If any information supplied on this is later found to be false, this is grounds for termination of tenancy.

Owner / Agent has charged a screening fee as set forth above. Landlord may obtain an investigative consumer report which includes the checking of the applicant's credit, income, employment, rental history and may include information as to his /her character, general reputation, personal characteristics, and mode of living. You may have the right to request additional disclosures provided for under section 606§1681d(b) of the Federal Fair Credit Reporting Act, and a written summary of your rights pursuant to section 609 (C). You have a right to dispute the accuracy of the information provided to the owner / agent by the screening company or the credit bureau as well as a complete and accurate disclosure of the nature and scope of the investigation.

If the application is approved, applicant will have \_\_\_\_\_ hours from the time of notification to either execute a lease agreement and make all deposits requires thereunder or make a deposit to hold the unit and execute a deposit receipt which will provide for the forfeiture of the deposit if applicant(s) fail to occupy the unit. If applicant(s) fail to take the timely steps above, they will be deemed to have refused the unit and the next applicant for the unit will be processed.

Applicant \_\_\_\_\_ Date: \_\_\_\_\_