

# Applicant Screening Criteria



1. Each household member over the age of 18 must fully complete a separate online application and pay the \$25 non-refundable, credit check fee. No application is considered "RECEIVED" until the fully completed applications and credit check fees from each Household member (18+) have been submitted.
2. If any information is unable to be verified the Household will be denied. If more than 1 business day passes after requesting information from the Applicant or Reference, WHM will move to the next Applicant while waiting. Whichever application is able to be fully processed and approved first will be offered the rental property.
3. Government-issued photo identification must accompany each application. The applicant must be able to legally reside in the US for the duration of the lease.
4. **Household gross income at least 3 times the monthly rental amount**
  - a. Self-employed individuals must provide a personal, federal tax return, from the most recent year.
  - b. Applicants who receive Section 8 Assistance must make 3 times their portion of the rent. All Households must have an absolute minimum income of \$300 per month.
  - c. Applicants who are full-time students that do not meet the income requirements will be approved with a risk mitigation fee of \$50 / month.
5. **Minimum FICO credit score of 575**
  - a. Applicants with credit scores between 525-574 will be approved with a risk mitigation fee of \$50 / month.
6. **Minimum of 3 years of credit history**
7. **No more than 5 accounts delinquent, past due, in collections or charged off in the last 3 years**
  - a. Any account, other than medical-related accounts and education loans, that show on the applicant's credit report as 30 days or more past due will be considered delinquent.
  - b. Applicants with delinquent accounts between 6 - 8 will be approved with a risk mitigation fee of \$50 / month.
8. **No bankruptcies filed in the last 3 years**
  - a. If the bankruptcy was filed more than 3 years prior, the applicant may have no more than 1 account delinquent, past due or charged off in the last 3 years.
9. **No evictions filed against any household member within five years (regardless of outcome)**
10. **If employed - 12 consecutive months at current employer**
  - a. Applicants employed under 12 months with their current employer must provide proof of income-producing employment during at least 24 of the previous 36 months.

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## 11. Five years of positive, verifiable Landlord references.

- a. Family members and campus housing will not be used for landlord references.
- b. Applicant will be denied if the current or prior landlord report that applicant, or applicant guests, engaged in behavior in violation of the rental agreement including, but not limited to:
  - i. disturbing the quiet use and enjoyment of the premises by other tenants and/or neighbors
  - ii. allowing persons not listed on the rental agreement to reside in the premises,
  - iii. vacated premises with a balance due which remains unsatisfied at time of application with WHM
- c. Applicants who owned their previous residence will qualify for a positive reference during the time period of ownership.
- d. First-time renters will only be approved with a qualified cosigner that meets our [co-signer criteria](#).
- e. Applicants with Landlords unable to be reached by WHM totaling up to 2 of the 5-year requirement, will be approved with a risk mitigation fee of \$50 / month.

## 12. Criminal Convictions

- a. Applicant will be denied housing if he or she has been convicted of illegally manufacturing or distributing a controlled substance as defined in sec 102 of the Controlled Substances Act (21 U.S.C. 802)
- b. If Applicant has been convicted within the last 5 years of any crime that shows a demonstrable risk to tenant safety and/or property, Applicant may be denied rental after consideration of the nature and severity of the crime, Applicant age at the time of the conduct, and the amount of time that has passed since the criminal conduct occurred. Other factors may be considered on a case by case basis. Applicant shall provide any mitigating information or documentation that he or she would like Landlord to consider regarding any convictions at the time of application.
- c. Applicant will be denied housing if he or she is subject to a state lifetime sex offender registration program

### Immediate Denials:

Applications will be immediately denied if any of the following occur

1. Information provided on the application or any verification is misrepresented or falsified.
2. Applicant or someone associated with the Applicant harasses, threatens or otherwise mistreats any Employee or affiliate of Welcome Home Milwaukee.

**Applications are processed in the order they are received. The only exception is that preference is given to the households willing to take occupancy soonest.**

**A FICO credit report, national background check, and eviction history report will be processed on all persons over the age of 18.**

**Use Date: 10/1/2019**

**End-Use Date:**