

ACONA PROPERTIES

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Tenant Qualification Criteria

To rent a house or apartment, applicants must provide the following:

1) Completed application with an authorization to release information; 2) A guarantor application if there is a guarantor; 3) All applicants over age 18 must complete an application; 4) An application fee in the amount specified in the listing. This fee is non-refundable; 5) a photocopy of the applicants driver's license or other government-issued photo ID;

Once an application is received, the following checks are done:

1) Credit Report; 2) Criminal Background Check; 3) Rental or Mortgage History Verification; 4) Work History Verification; 5) Income Verification;

Applicants must meet the following criteria to rent a residence:

Income – Applicant's income must be at least three times the rental amount. **Rental History** – Applicant must provide two years of mortgage or leasing history. Applicant must have a positive recommendation from the previous landlord or property manager. The previous landlord or property manager must give an affirmative answer to the question "Would you rent to this applicant again?" **Criminal History** – Applicant must not have any type of felony conviction. Applicant should not have any misdemeanor conviction in the last two years. Misdemeanor convictions over two years old will be weighed against the applicant such that offenses that are fewer in number, further in the past, and lesser in severity will be counted less against the applicant. **Credit History** – The applicant's most recent two years of credit history must not contain any type of collections activity or defaults on payments, including medical payments. **Information Accuracy** – An applicant may be rejected if the information on the rental application is false or incomplete.

Privacy Policy

How information is collected: Applicants provide information (such as Social Security Numbers and Drivers License Numbers) on the application form. A completed rental application form is used to access data from law enforcement agencies, credit bureaus, current and previous landlords and employers. **How and when information is used:** The information is used at the time of the application and at lease renewal time to determine that the applicant fulfills income, credit history, criminal history, and rental history requirements for leasing. **How the information is protected and who has access:** Applicant data on paper is kept in file cabinets, electronic data is kept on a secure network; both media are in a secure area available only to Acona staff. Law enforcement agencies will be given access to data as part of a criminal investigation. Laws regarding protection of personal information are strictly adhered to. In case of breach of the lease agreement by the tenant, tenant data may be disseminated as deemed appropriate by Acona Properties. Tenant's rental history may be released upon tenant's departure to subsequent landlords, mortgage companies, etc. **How the information is disposed of:** Paper data are shredded within two years after the tenant's departure. Electronic data, backed up on optical media, may be kept for up to five years after the tenant's departure.

Acknowledgement

Applicant agrees that information presented on the application form is correct. Failure to provide correct or complete information will result in rejection of the application for rental. The application fee is non-refundable. Providing inaccurate or misleading application information may be grounds for declaring applicant to be in breach of any lease signed by the applicant. Applicant has had an opportunity to review Acona Properties' Privacy Policy and Tenant Qualification Criteria on this page.

Applicant Signature

Date

Applicant Signature

Date