



**STATE OF MINNESOTA
Applicant Screening and Approval Process**

Buena Vista’s position and policy on Fair housing sets the standard for its application approval process.

- Every application is processed using the same screening criteria
- The screening process begins with a signed Application Agreement which authorizes the community where applicant has applied to verify information the applicant has supplied
- Each applicant age 18 and older that will reside in the apartment is required to complete and sign an Application Agreement, one per applicant
- Applicant must receive third-party applicant screening recommendation of Approve to reside at the community
- A Criminal background check will be conducted. Applicant must pass said criminal background check
- The applicant’s current housing and income source is verified as part of the screening process. Documented verifications must be completed before occupancy is granted
- An open bankruptcy is an automatic denial
- Any false information provided is grounds for an automatic denial

Third Party Applicant Screening Company and Screening Criteria

A third party applicant screening company uses an automated scoring model to screen each applicant. The applicant’s credit score and applicant data (as provided by the applicant) is combined to produce an applicant screening recommendation, Approve or Deny.

The following is included:

- Income to Rent Ratio – Based on 66% income to rent ratio minimum
- Credit Evaluation – Based on the amount and depth of credit. Clean history, minor, moderate, high/severe levels of payment issues are considered
- Housing – Based on length of two years
- Income Source and Length – Based on length, from less than 6 months to at least two years

Criminal Background Check

An applicant is required to pass a criminal background check. Any felony is an automatic denial of application.

Adverse Action Notification

An applicant that does not meet the application screening/approval process and is denied will receive a Denial Notification in writing within 14 days of the denial that provides the reason fro the denial, including any criteria the applicant failed to meet, the name, address and phone number of any screening agency or other credit reporting agency used in considering the application. Any deposit to hold the apartment is returned if the applicant is denied.

Deposit/Application Fee will be deposited in application if approved and 72 hours have passed. In the event the application is denied, the deposit will be returned to applicant by mailing to applicant’s chosen address as stated on the application form

Applicant

Date