

# Application Process & Screening Criteria

1. Fill out Rental Application @ <https://dwellmanagement.managebuilding.com/Resident/rental-application/new> (\$55 non-refundable application fee)
2. Once reviewed, applicant will receive an email to approve and allow Dwell Management to obtain a background and credit check (applicant approval is required)
3. Dwell Management will verify applicant's income and employment
4. Dwell Management will email applicant's previous rental landlords/owners for rental references
5. Once application is approved and the lease agreement signed, a security deposit of 1 months' rent plus any applicable pet deposit will be required in advance to hold the property until move in date
6. Prior to move in the first months' rent (and/or prorated months' rent) will be required along with transferring all applicable utilities, as specified within the lease, into the resident's name

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**Screening Criteria: To be considered for housing, a household must meet the minimum screening criteria regarding credit, criminal history and acceptable personal and landlord references. If any of the following information is true, the applicant(s) will be denied residency.**

- Background check:
  - Felony Sex Offense conviction and/or listed on the Sex Offender Registry
  - Misdemeanor Sex Offense conviction in the last 7 years
  - Felony Violent Offense conviction
  - Misdemeanor Violent Offense conviction in the last 7 years
  - Felony Drug, Alcohol and/or Traffic Offense conviction in the last 7 years
  - Misdemeanor Drug, Alcohol and/or Traffic Offense conviction in the last 2 years
  - Felony Property and/or Animal Offense conviction in the last 7 years
  - Misdemeanor Property and/or Animal Offense conviction in the last 2 years
  - Felony Fraud, Theft by Check and/or Technology Misuse Offense conviction in the last 7 years
  - Misdemeanor Fraud, Theft by Check and/or Technology Misuse Offense conviction in the last 2 years
  - Felony Family, Public and/or Government Offense conviction in the last 7 years
  - Misdemeanor Family, Public and/or Government Offense conviction in the last 2 years
  - Felony Gambling, Organized Crime and/or Weapon Offense conviction in the last 7 years
  - Misdemeanor Gambling, Organized Crime and/or Weapon offense conviction in the last 2 years
- Credit check:
  - Credit score less than 600
  - Outstanding collections totaling over \$500 or more
  - Judgements and credit grantor loss write-offs totaling over \$500
  - Consistent History of late payments on financial obligations
  - Bankruptcy or foreclosures of record that is less than 2 years old
  - Outstanding financial obligations to current or previous landlords
  - Outstanding financial obligations to mortgage lenders
- Unlawful detainer, writ of recovery, or evictions of any kind

*Dwell Property Management does not discriminate against any person or household because of race, color, creed, religion, sex, handicap, familial status, or national origin.  
Your credit and criminal check will be conducted online with the assistance from local law enforcement and credit bureaus.*

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- Charge by local law enforcement for disorderly use pertaining to crime/drug free housing
- Cannot abide by the no smoking policy established at all Dwell Management properties
- Cannot provide a verifiable, non-related landlord reference including a written lease agreement of one-year in minimum duration
- Cannot provide a minimum of 3 months consecutive pay stubs with sufficient income for monthly rent, applicable utilities, and outstanding debt (gross monthly income equal to 3X monthly rent, lesser income considered with co-signer and/or double security deposit)
- Cannot provide verification of 12 months continuous employment
- Exhibits verifiable housekeeping issues or a history of disturbing the peace

An application denial may be appealed by providing a written explanation for any of the above listed criteria. Once an appeal is reviewed by the owner/manager, the applicant will receive a final determination.