

## Application Process and Qualification Standards

Thank you for your interest in renting one of our properties! Below is a detailed explanation of our application process as well as our standards for qualification.

### Non-Discrimination

Veno Properties is an equal opportunity company. We comply with the Federal Fair Housing Act and New York State Department of Human Rights Law. We do not discriminate against any person based on national origin, race, color, religion, sex, disability, familial status, sexual orientation, legal source of income, gender identity or expression, military status, creed, marital status, or any other basis deemed to be illegal.

We welcome all persons to apply to become a resident but present the below criteria to inform the applicant of our qualification requirements so they can make an informed decision of whether they believe they can meet our qualification standards. Each adult over the age of 18 must apply, regardless of marital status. Each applicant is subject to a criminal/credit screening and shall be charged a non-refundable \$20.00 for each screening at time of submission. Approval shall be based on the below rental criteria.

### REQUIRED SUPPORTIVE DOCUMENTATION

- Completed and signed rental application
- Screening fee paid in full
- Driver's license copy for each applicant
- Proof of income (minimum 1 month paystubs or 2 years of tax returns if self-employed/1099 and bank statements)
- Completed animal screening at [petscreening.com](http://petscreening.com)

### APPROVAL CRITERIA

1. **Completed Application:** A completed Veno Properties Rental Application is required for all prospective residents 18 years of age or older who intend to reside in the unit. All applicants must fill out their application accurately. Incomplete or falsified applications will be denied. Incomplete applications will not be considered. Applications containing false information will immediately be disqualified.
- **Income:** Applicants must be able to prove a combined monthly income of at least 3 times the monthly rent in writing. Child support and Social Security income can be counted if verified in writing. All legal sources of income will be counted towards income. If you are a full-time student, you will be required to have a co-signer.
- **Credit History:** To determine credit worthiness, each applicant's FICO score and credit report will be obtained. Applicants must exhibit a responsible recent financial life. Credit history cannot have any outstanding balances to a utility company or active bankruptcy that has not been discharged. Applicants with no credit history may be denied or require a co-signer. All information shown on the credit report, except for prior eviction history, is subject to verification, including previous address and place of employment. Credit reports supplied by applicants will not be accepted.
- **Co-Signers:** Co-signers are only considered for students or applicants with no credit or rental history. Co-signers must have a credit score of at least 650, verifiable income of at least 5 times monthly rent, and no criminal history.
- **Rental History:** Two years of good rental history is required. If applicant has no prior rental history, then applicant must have a co-signer (unless applicant owned a house previously and otherwise qualifies under the standards herein).

- **Employment History and Verification:** Minimum 1 month paystubs or 2 years of tax returns if self-employed/1099 and bank statements are required. Employers will be contacted to verify current and/or past employment.
- **Criminal Background Search:** Veno Properties follows the rules and regulations provided for in HUD guidance issued on April 4, 2016 in regarding the use of criminal records by providers of housing. Since each applicant has differing history, we require that an application be submitted before any determination can be made. We welcome all to apply. All felony convictions within the last 7 years will be considered at the discretion of management except for felony drug distribution and/or manufacturing which is cause for automatic denial.
- **Animals:** If you have an animal, there is an additional animal screening required that is administered by a third party. A fee applies for screening animals that are not assistance animals. Animals will be considered based on the preferences and breed/insurance limitations of the owners whom we represent and a behavior evaluation by Veno Properties and in accordance with fair housing law. All animals must be spayed or neutered and provide evidence of current vaccinations.
- **Identification:** Applicant must have current photo identification and a valid social security number.
- **References:** Applicants will be asked to provide landlord and employment references. A rental application will not be considered complete without accurate phone numbers and/or email addresses for former and current landlords and current employers.
- **Smoking:** All Veno Properties units are non-smoking, and no smoking is allowed of any kind in the building or within 25' of any door or window.
- **Occupancy:** Occupancy is limited to 2 people per bedroom or prevailing local code restrictions.

## APPLICATION PROCESS & SCREENING FEE

2. All applications can be completed online at <https://veno.twa.rentmanager.com/applynow>.
3. If an applicant requires an accommodation or needs assistance with the completion of the application (enlarged, translated, etc.), please contact Veno Properties. We will honor the request to the best of our ability unless it presents an undue administrative burden. If it is an unreasonable request, we shall respond in writing within 24 hours with a detailed reason why the accommodation cannot be honored.
4. The application process will not be considered complete until all occupants over 18 have submitted Rental Applications, paid the Screening Fee, and submitted all required income and identity verifications.
5. Processing the application may include direct contact with employers, current landlord, previous landlords, friends, personal and professional references, law enforcement agencies, government agencies, consumer reporting agencies, and any other sources that may be deemed necessary. If you receive a negative reference, we will share the nature of the negative reference but not its source. Any fees charged by employers or landlords for supplying verification are to be paid by the applicant.
6. When more than one application is received for the rental property, the best qualified applicant will be offered the property first based upon Veno Properties' standard applicant scorecard which takes multiple factors into consideration. If the applicant does not accept the rental unit and remit security deposit and sign a lease within 24 hours, the next best applicant will be offered the unit. This process continues until the unit is rented.
7. If an applicant is offered the unit, it will not be removed from active marketing until a lease is signed and security deposit is paid.
8. Delay in processing because of unverifiable references and/or delays in subsidy approvals (such as section 8) will cause Landlord to consider the next application submitted.
9. Please expect 1-5 business days for the application process.
10. Should the applicant be denied or face other adverse action based on information received in the consumer report, the screening fee will not be refunded, and the applicant has a right to obtain a free copy of the consumer report, and to dispute the accuracy of the information it contains by contacting:

Amrent, Inc.  
PO Box 3027  
Pittsburgh PA 15230-3027  
1-888-898-6196

**Deposit to Hold**

A Deposit to Hold in the amount equal to the security deposit will be required along with the signed e-Lease within 24 hours following application approval in order to hold the property until a mutually agreed upon move-in date. After all move-in requirements have been met, the Deposit to Hold will transfer to the security deposit to be held throughout the tenant’s entire tenancy. If the prospective Tenant fails to provide the Deposit to Hold and sign e-lease within 24 hours of receiving notice of approval, the unit will be offered to the next qualified applicant. Should the Applicant elect to pay the Deposit to Hold via check with their application (prior to processing), the Deposit to Hold will be refunded in full within 14 days if they fail to qualify.

**Move-in Requirements**

After approval and before occupancy will be granted, the prospective resident must supply all the required move-in funds, including the security deposit, first month’s rent, and any applicable fees; complete online animal screening if applicable; all tenant paid utilities must be transferred into prospective resident’s name; and a lease with all applicable addendums must be executed and signed by all parties.

**Errors & Omissions**

Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for – however, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all tenants to verify schools, allowable animals, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in the listing advertisement does NOT constitute a written agreement or guarantee of the facts stated.