



# **JIM-BERN**

**COMPANY**

## **WI - APPLICATION SCREENING CRITERIA**

In order for an Application to be considered the following minimum requirements must be met.

1. **APPLICATION:** Each person aged 18 or older who will live in the unit must complete an Application. The Jim-Bern Company, LLC (“JBC”) runs a credit report and background check on each Applicant. If an Applicant misrepresents any information on the Application, it will be denied. An Application will not be processed if it is incomplete. If additional information is requested during the application process, the processing of the Application will be suspended until the additional information is provided. Each Applicant must sign the lease. If two or more people apply together and not all of their Applications are approved, JBC reserves the right to deny all Applications in the group.
2. **RENTAL HISTORY:** Each Applicant must provide contact information for his or her current and prior landlord. If an Applicant’s current and prior landlords do not verify the Applicant’s rental history or give unsatisfactory references, the Application may be denied. If an Applicant previously owned a home, the Applicant must provide documentation satisfactory to JBC.
3. **PRIOR EVICTIONS:** If a judgment of eviction has been entered against an Applicant within the last seven (7) years, the Application will be denied. If a judgment of eviction was entered against an Applicant more than seven (7) years ago and the Applicant has not paid all amounts due with respect to that judgment, the Application will be denied. If an eviction proceeding was commenced against the Applicant but no judgement was entered against Applicant, the Application may be denied based on available facts and circumstances. An Application will not be processed while an eviction proceeding is pending against an Applicant.
4. **INCOME:** An Applicant’s income must be verifiable. An Applicant must provide contact information for any employer for any job that the Applicant would like to be considered as part of the Application. An Applicant must provide appropriate documentation for any non-employment income that the Applicant would like to be considered as part of the Application. An Application will be denied if JBC is unable to verify the Applicant’s income. The gross monthly income of all Applicants must be three times the amount of the rent. Each Applicant whose income is used to meet this requirement must have been in his or her current job for at least three months or have a satisfactory explanation for his or her change of employment. If an Applicant is self-employed, JBC may ask for

other financial information to substantiate the Applicant's gross income (income net of expenses), such as accounting records, income tax returns and bank records. JBC considers all verifiable sources of income.

5. **CREDIT:** Various factors from the credit report are used as screening criteria. JBC does not require a specific minimum credit score.
6. **SECURITY DEPOSIT:** Various factors from the credit report are used to determine the required security deposit. Approved Applicants are required to pay a security deposit equal to one month's rent. Conditionally Approved Applicants are required to pay a security deposit equal to three month's rent.
7. **BANKRUPTCY:** If an Applicant has a Chapter 7 or 13 bankruptcy proceeding pending, the processing of the Application will be suspended until the bankruptcy proceeding has been completed.
8. **PETS:** JBC allows tenants to have (a) one or two dogs, (b) one or two cats or (c) one dog and one cat. Each dog must weigh under 20 pounds (both at the time of the Application and at all times during the lease). JBC does not allow tenants to have pets which are Rottweilers, Pit Bulls, or German Shepherds in whole or in part. Any pet other than a dog or cat must be approved in writing by JBC. JBC requires a separate pet lease and an additional security deposit.
9. **CONVICTIONS:** JBC considers the nature, severity, and recency of criminal convictions in determining whether to rent to an Applicant. JBC does not consider arrests for crimes if the Applicant is not convicted of or does not plead guilty or no contest to the crime or there is no continuing criminal proceeding. An Application will not be reviewed while a criminal proceeding is pending that could result in a conviction that would form the basis to deny an Application.
10. **PERSONAL IDENTIFICATION:** Each Applicant must present a photo ID before the lease is signed.



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