



Addendum #1 to
Residential Lease Listing Agreement Dated _____
Property Address: _____

Standard Tenant Screening Policy

Owner and Broker agrees to use the following standards to evaluate all rental applicants:

- Minimum Household Gross Income Requirement
 - Rent to Gross Household Income Ratio shall not exceed 45%
 - Total Financial Obligations to Gross Household Income Ratio not to exceed 60%
- Minimum Length of Employment of 2 year within the same field of work
- Income Documentation Accepted:
 - 1 full month of official Pay Stub, W-2, 2 months Bank Statements)
 - 1099 Income – 2 Years 1099 (for 1099 income)
 - Other Supporting Income Documents (SSI, Sec. 8 Letter, Child Support... etc.)
 - CPA Certified 2 Years Balance Sheet & YTD Profit and Loss Statement (Self-Employed)
- Credit Score Should be 700 or higher
- No late payments or active collections (except medical collection) within the past 12 months. All collection accounts must provide explanation letter.
- No Bankruptcy or Foreclosures within the last 7 years
- Stable Residence with minimum two or more years in past residences (except during school)
- Cash-Reserve: Savings or Investment Account with minimum balance of 3~5 x Monthly Rent
- No Pet Allowed, unless certified Service Animal or Doctor Prescribed Companion Pet. If Service Animal or Doctor Prescribed Companion Pet, Pet Deposit required (amount TBD)
- Security Deposit Minimum 1 month of Rent Amount, up to 2 months (Unfurnished)
- All Move-in Costs Paid by Cashier's Check or Money Orders Only

Landlord Signature: Date Landlord Signature: Date

Listing Agent/Broker Date