



SKYLINE PROPERTIES

Resident Selection Criteria

Equal Housing Opportunity Statement: Skyline Properties Management, LLC does not discriminate on the basis of race, color, religion, sex, handicap/disability, familial status, national origin, sexual orientation, ancestry, age, marital status, medical condition, or any arbitrary basis.

The following qualification standards will be required from every prospective resident:

Qualifying Standards:

Identification: All applicants must present a valid, unexpired state or other government issued photo identification in order to view the community.

Application to Lease:

- An Application to Lease must be completed and maintained for each applicant 18 years or older who will be living in the home. The only exception would be an applicant who is 18 years or older and is living with a legal guardian or parent.
- Each applicant must provide an original signed social security card and may be required to provide additional information if requested.
- Each applicant must provide a birth certificate.
- Applicants that have not been issued a social security card will be required to provide proof of legal immigration status (Unexpired I-94 Form, Visa, and Passport). Additional documentation may be required.

Screening: Skyline Properties Management, LLC may utilize a third party agency such as Yardi Systems, Inc. to process applications using a scoring system. Yardi reviews information including but not limited to income, outstanding debt, the number and type of accounts you have, bill-paying history, collection actions, and the number of inquiries in your consumer credit report. Your score is a mathematical analysis of information found in your credit report, application, and previous rental history. Any declined applicants will receive an Adverse Action letter indicating that negative records were found and the contact information of the agency that provided those records.





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Income Requirement: Applicant’s weekly gross salary must be equal to or more than 3 times (3x’s) the monthly rent, except when other state or federal standards apply. Proof of income must be dated within the last sixty (60) days. Acceptable income verification required may include, but is not limited to; six (6) current paystubs if paid weekly or four (4) current paystubs if paid biweekly, a statement (on company letterhead) from current employer indicating salary, average hours worked, and start date; previous year W-2 and/or profit and loss statement if self-employed; 1099 Form; proof of government assistance including Social Security benefit letter, Social Security Disability Insurance (SSDI) letter, Housing Choice voucher; retirement or pension income; investment income; six (6) months bank statements; court ordered child support with receipt verification, unemployment with receipt verification, or alimony with receipt verification. All income must be in US dollars. Unfortunately, we cannot count cash assistance, student loans, private loans or funds for non- occupants or leaseholders as a source of income.

Criminal: Any conviction reported to a sex offense database will be cause for rejection.

Guarantors: Guarantors may be accepted for all applicants that are lacking sufficient income or credit as noted above or for applicants that are full time students (12 credits per semester or more). Monthly gross salary must be equal to or more than 3 times (3x’s) the monthly rent, except when other state or federal standards apply. The guarantor must reside in the United States of America and meet all other qualifying standards. Guarantor Lease and Application signatures must be notarized if not signed at Leasing Center.

Occupancy: Occupancy is limited to two people per bedroom. (Unborn or children under 2 not included)

Pets: Pets are only permitted with prior written approval from Management.

All lessees are jointly and severally liable for the financial obligations of the lease; therefore, all persons, 18 years of age and older (except adults living with a legal guardian or parent) who will be residing in a residence must be a leaseholder. These criteria apply unless superseded by state or federal laws. Emancipated minors, by court order, may be considered for residency (court order required).

Applicant Signature/Date

Applicant Signature/Date

Management Signature/Date

