



Skyline Properties Management, LLC
901 N. Milton Avenue, Suite 330, Baltimore, Maryland 21205
Office (410) 633-6000 – Fax (410) 633-6003

RESIDENT SELECTION CRITERIA

Skyline Properties Management, LLC (“Skyline”) does not discriminate against any person because of race, color, sex, religion, handicap, disability, familial status, sexual orientation, national original, ancestry, age or marital status or any other protected class.

Identity Verification

Each Applicant must present a valid, unexpired state or other government-issued photo identification card upon submission of a Rental Application. Each Applicant must also present a valid, signed social security card. Applicants that have not been issued a social security card will be required to provide proof of legal immigration status such as an unexpired I-94 Form, Visa, passport or ITIN number.

Age Requirement

Each Applicant must be at least 18 years old to be the responsible party on a Lease or to be a Guarantor on a Lease. A Rental Application must be completed for each Applicant or occupant of the premises who is 18 years or older, unless an occupant is 18 years or older and is living with a qualified parent or legal guardian.

Occupancy Requirement

There is a limit on the maximum number of persons allowed to reside in the Premises. No more than two (2) people are permitted per bedroom, except that children under two (2) years old are not counted for purposes of occupancy requirements.

Income Requirement

Unless otherwise required by law, Applicants’ combined weekly gross salary must be equal to at least 55% of the monthly rent. Proof of income must be dated within sixty (60) days of the date of the Rental Application. Each Applicant must submit four (4) recent, consecutive pay stubs from Applicant’s current employer or a letter, on company letterhead, from Applicant’s employer indicating salary and hours worked and Applicant’s previous year W-2. Overtime is not considered a permanent form of income unless it can be proven consistent by a W-2 form. All other sources of income, including court-ordered child support, social security, retirement, pension, disability, and federal, state or local subsidy programs are calculated as income only when written verification of the income is provided. Skyline does not consider cash assistance, student loans, private loans or income of anyone who is not an Applicant or Guarantor.

Guarantors

Applicants with insufficient income may use a Guarantor. Each Guarantor must complete a Rental Application and pay the required Application Fee. Each Guarantor must also be a Maryland resident and meet Skyline’s income requirements. If approved, each Guarantor must sign a Guaranty of the Lease. Guarantors may not be used to address issues relating to an Applicant’s credit or criminal background history.

Sex Offender Registry

It is our policy not to lease to any Applicant who is registered as a sex offender.

Credit and Criminal Background Investigation

Skyline uses a third-party reporting agency to obtain a credit report and conduct a criminal background investigation of each Applicant. Skyline may deny your Rental Application if you have been convicted of certain felonies or misdemeanors. Your Rental Application will be evaluated using a scoring system.

The information reviewed may include, but not be limited to, your bill-payment history, the number and type of accounts that you have, late payments, collection actions, outstanding debt and the age of your accounts. Your score is a mathematical analysis of information found in your credit report, Rental Application and previous rental history. If your Rental Application is denied, you will be sent an adverse action letter indicating that negative records were found and providing contact information for the agency that provided such records.