

## **Hartley Properties and Grass Lake Property Management Screening and Rental Criteria Policy**

Rental applications need to be filled out completely and accurately. We will not process incomplete applications. Any misstatements or omissions made on your application, whether or not discovered before you move into the building, is grounds for denial of an application or termination of an existing tenancy. We must be able to verify your information and if not verifiable, your application can be denied. If you cannot complete an online application, paper copies are available.

1. Identification: Every adult that will be living in the apartment is required to complete an individual rental application and to provide a government issued photo ID. Applications submitted online must be paid for by credit or debit card.
2. Screening Services: Hartley Properties uses Experian at 475 Anton Blvd., Costa Mesa, CA 92626 and Experian.com. GLPM also uses Rental History Reports at 701 South 5<sup>th</sup> Street, Mpls., MN 56343 and [www.rentalhistoryreports.com](http://www.rentalhistoryreports.com).
3. Lease Paperwork: Applicants approved for an apartment will not be entitled to an apartment until they sign all the lease paperwork and pay a security deposit and any rent required at the time of signing.
4. Criminal Background Check: Felonies, sexual misconduct and crimes violent in nature will be grounds for denial of your application. Applicants may also be disqualified if more than one misdemeanor is reported.
5. Credit History Background Check: Applicants need to have a credit score of at least 600. The absence of credit, several unpaid items or recent collection items may disqualify the applicant. We reserve the right to vary these requirements if all other aspects appear positive and/or the applicant is able to pay an additional deposit or advance rent or has a co-signer.
6. Housing History: You must provide the name and last known telephone number of each landlord/property manager for each address you have had for the last three years. Roommate references are not acceptable. Failure to disclose an address of record in that time period is grounds for rejection of your application. We highly value positive rental references. The refusal of a prior landlord to give a reference or a negative reference will be grounds for rejection of your application.
7. Minimum Income/Employment History: All applicants need to provide information regarding employment and/or ability to pay rent. Household income must be equal to at least 2 times the amount of monthly rent for the apartment. To be counted as household income, amounts must be both verifiable and reliable.
8. Evicting Filings: Unlawful Detainer or eviction case history will be checked. Eviction actions may be the basis for rejection of your application. Any applicant who has an Unlawful Detainer on his/her record will be disqualified unless documentation can be submitted proving that all debts and obligations have been settled.
9. Occupancy: Efficiency/Studio: Max of 1 person - 1 Bedroom: Max of 2 persons - 2 Bedroom: Max of 4 persons and no more than (2) of these persons may be 18 or over.
10. Pet Policies: We do not allow dogs on our properties, with the exception of dogs used to accommodate the disabled. The cat pet deposit is an additional \$200.00 and must be paid at the time of the security deposit.
11. Equal Opportunity: We are equal opportunity housing providers. We do not discriminate on the basis of sex, race, color, creed, national origin, ancestry, marital status, religion, familial status, age, disability, affectional preference or status with respect to receipt of public assistance. We will make reasonable modifications to afford a disabled person equal opportunity to use and enjoy housing. Contact us at the address below if needed for any questions and concerns.

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