

Westhaven Trails Community Services Association

Tenant Qualifying Guidelines

The Westhaven Trails Home Community Services Association believes in developing and maintaining an association where the individual homeowners, rental property owners, and tenants are all provided with equal quality of service, clean environment, and safe neighborhood.

Therefore, we have established these guidelines* for rental property owners to incorporate into their rental practices to ensure a consistent, fair, and standard process for review and acceptance of rental applications received within the association.

Rental Property Owners Responsibilities:

- Owners must have an established and standard written application and screening process.
- Know who is living in your unit at all times (includes extended stay guests).
- Maintain the exterior of your property (building & lot) in accordance with all Association and City of Madison rules and regulations set by Chapter 27 of the Minimum Housing and Property Maintenance Codes (*ref.* <http://www.cityofmadison.com/BI/chapter27.htm>)
- Owners are responsible for all tenant violations, fines, and assessments resulting from violations of both Association and City of Madison regulations.
- Maintain regular contact with tenants and stay informed with the activity at your property.

Application Criteria:

- Each prospective tenant over the age of 18 must complete a written rental application.
- All rental applications must be fully completed by the applicant.
- Each rental applicant must provide proof of identification at the time of submitting the application.
- Rental applicants must provide a positive and verifiable housing /rental history references.
- Rental applicants must demonstrate adequate and verifiable income
- Each applicant must have a positive credit history as verified by an independent credit report.
- Each applicant must have an acceptable criminal background check completed.

Income Criteria:

- Applicant must gross 2 1/2 times the amount of the monthly rent.
- Applicant must provide proof of income supporting all outstanding debts (including rent.)
- Proof that the applicant has paid more or equal to the same rent over the past 2 year.

Credit Criteria:

- Applicant must have a positive credit history (with no more than 4 late payments over the past 12 months.)
- Excessive outstanding collections are not acceptable (minor medical collections are acceptable.)
- Minimum credit score of 550.

Housing Criteria:

- At least 2 years of positive rental references.
- No evictions within the past 2 years.
- No 5 Day Notice's for noise, violence or other adverse housing related activities.
- No criminal property or drug related offenses in the past 2 years.
- No negative housing reference (i.e., previous landlord) related to property damage, disturbing others, drugs, or violence against others.
- (*For accepting pets*) No pet related ordinance violations in the past 2 years.

** These are recommended guidelines for all rental property within Association; actual acceptance policies, practices, and criteria are the sole responsibility of the individual property owner/manager. The Westhaven Trails Home Community Services Association assumes no responsibility for the use and implementation of individual owner's rental policies or practices.*