

Hinez Property Management, LLC.

RENTAL CRITERIA

Income Guidelines

- **Applicant(s) must show employment verification. income must be 3 times the monthly rent.**
- **Each applicant's employer must complete an Employment Verification Form. This form will be sent directly to the employer from Hinez Property Management, LLC. (HPM).**
- Roommates are required to each make 2.5 times the rent amount in their gross monthly income unless they can provide rental references showing the roommates have lived together for at least one year (12 months) and have paid rent on time at that property during the duration of their residency, in which case the income requirement will be at 4 times the rent price in gross monthly income for the application party.
- Please provide a recent paycheck stub (more than 3 paycheck stubs will be required).
- Any other income (i.e., retirement income, child or spousal support, self-employment, disability or Social Security) that you are using to qualify will require 90 days' worth of bank statements, showing monthly deposits that meet the 3 times the rent requirement (or 2.5 for each roommate).
- Alternatively, you may show 90 days' worth of bank statements, showing a balance equal to 3 (2.5 for each roommate) times the rent, times the term of the lease. If an applicant does not meet the income guidelines, an immediate family member or guardian may be a co-signer, as long as they prove 5 times the rent. The co-signer must pass the complete background check (criminal, credit, rental, etc.). One cosigner permitted per application party.

Credit History

- **An established credit score of 650 or higher is required.**
- Failure to meet required credit score may result in a higher security deposit or the application may be denied.

Rental History

- **Each applicant's current and/or previous landlord must complete a Current/Previous Landlord Reference Form.** This form will be sent directly to the current/previous landlord from Hinez Property Management.
- We will check for a minimum of 12 months' rental or mortgage history from within the past three years (your name must have been on the lease or loan agreement from a non-relative). We reserve the right to consider references that may exceed that time frame. Any instance where a reference of at least 12months (can be a combination of multiple references) cannot be obtained, a deposit equal to one month's rent will be required, in addition to normal security deposits.
- **No bankruptcies or proof of rental payments being made before, during, and after bankruptcy with NO late payments.**
- **No evictions or foreclosures.**

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Immediate Disqualifications

- A current, non-discharged bankruptcy action, falsified information, eviction less than 5 years (and not included in bankruptcy), housing related debt or rental reference that would not re-rent for documented reasons.
- Conviction of any crime that requires lifetime registration as a sex offender.

Occupants and Roommates

- **All occupants, 18 years old and over, will require a background check at a cost of \$65 per person. Each prospective occupant, 18 years old and over, is required to pay the \$65 for a background check.**
- **All occupants, 18 years old and over, will require a copy of their Driver's License or State ID.**
- If one roommate qualifies, and one does not (too many points), the primary roommate (who completely qualifies) may lease the property with the non-qualifying roommate listed as a conditional roommate, and subject to a security deposit equal to one month's rent, in addition to normal security deposits, with the stipulation that if the qualified roommate moved, the conditional roommate would have to re-qualify on their own, find another qualified roommate, or vacate the property. This does not allow for a roommate that has any of the Immediate Disqualifications or does not pass the criminal conviction criteria.

Animals

- **NO PETS ARE ALLOWED ON THE LEASE PREMISES OR ANY PART OF THE PROPERTY.**

Renters Insurance

- **Upon move-in, and through the duration of tenancy, all residents MUST provide proof of Renters Insurance.**
- Residents may purchase required insurance from an insurance agent of their choice. Renters must show proof of Renters Insurance.
- Renters Insurance must be active throughout the rental lease agreement or extended lease.

Criminal History

Conviction of any crime that is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord or the landlord's agent will be taken into consideration. Owner/Agent will not consider a previous arrest that did not result in a Conviction or expunged records. A single conviction for any of the following will be grounds for denial of the Rental Application:

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- Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.
- Felonies not listed above involving: drug-related crime, person crime, sex offense, crime involving financial fraud, including identity theft and forgery, or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.
- Misdemeanors involving: drug-related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
- Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, property crimes or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.
- If any applicant has a conviction in their past which would disqualify them under these criminal conviction criteria and desires to submit additional information to Owner/Agent along with the application, so Owner/Agent can engage in an individualized assessment upon receipt of the results of the public records search and prior to a denial, applicant should do so. Otherwise, applicant may request a review process after denial.

Owner/Agent will engage in an individualized assessment of the applicant's convictions if applicant has satisfied all other criteria and applicant has submitted supporting documentation prior to the public records search; or applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation.

Supporting documentation may include:

- Letter from parole or probation office
- Letter from caseworker, therapist, counselor, etc.
- Certifications of treatments/rehab programs
- Letter from employer, teacher, etc.
- Certification of trainings completed
- Proof of employment
- Statement of the applicant

Contact Information

If you have any questions or comments, please contact us:

Hinez Property Management, LLC., PO Box 303, Matteson, IL 60443

Tel: (800) 484-0482

Email: rentals@HinezPropertyManagement.com