



**Pitt/Lynch**  
**Resident Selection Guidelines - Revised 12/14/2019**

Signature Management is a property management company dedicated to providing quality housing to its residents by managing the property in an efficient and diligent manner. It is the policy of Signature Management to provide housing on an equal opportunity basis. We do not discriminate on any basis including, but not limited to race, religion, color, sex, familial status, national origin, handicap, disability or sexual orientation.

**Application Process**

1. If an applicant seeks reconsideration within thirty (30) days of denial, no additional application fee will be due but additional time may be needed to process the application.
2. While Signature Management accepts written applications, to expedite the process, Signature Management prefers applicants to file applications online through Signature Management's website: [signaturemgmtlouisville.com](http://signaturemgmtlouisville.com)
3. Signature Management will not waive application fees upon request from any individual or organization. Application fees will only be waived if there is a publicly advertised special waiving application fees.

**Application Submission**

1. A rental application is not considered complete until it has been signed and all required documentation has been submitted.
2. An applicant must answer all questions on the form completely and honestly. Incomplete applications will not be processed.
3. Signature Management will verify your household's income, employment, check your credit report through AmRent or other similar service, perform background check and verify there are no disqualifying factors. If necessary, Signature Management may verify employment and/or rental history.
4. If any of the verifications do not confirm that you meet Signature Management's criteria, Signature Management will decline your application.
5. We will strive to process all applications within two business days, provided we have received all required application documentation. However, it may take up to several days depending on how quickly Signature Management is able to verify the information you have provided.
6. If an application is denied, an applicant will be notified in writing and will be provided the reason(s) that the application was denied.
7. All applicants have a right to a copy of their screening results for up to 60 days after the time of screening. Applicants must obtain this report from the screening provider directly.

**Approved and Conditional Applications**

1. Signature Management will accept a security deposit to reserve a unit from the first qualified applicant with a conditional or approved application. The first security deposit received will reserve the unit.
2. Signature Management will continue to accept and process applications on a unit until a security deposit is received.
3. Once an applicant is accepted, the security deposit is due immediately to secure the unit. At that time, a move in date is scheduled.

4. Deposits are non-refundable to residents who opt not to take a unit. An applicant will sign a document indicating that the deposit is not refundable if the applicant does not sign a lease and/or take possession of the unit.
5. If an application is found to fall within the range determined to be conditional, an applicant may be counteroffered arrangements including a higher security deposit, the addition of a qualified co-signer, or an alternative unit which fits the rent to income ratio criteria.
6. If an applicant is found to fall within the range determined to be conditional and chooses to add a qualified co-signer, the co-signer must apply and undergo screening per the standard process. If the co-signer is approved, the application will be approved. If the co-signer is conditional, the application will be conditional.

### **Bundled Applications**

1. All applicants must qualify for a bundled application to be Approved.
2. If one or more of the applicants on a bundled application is denied, all applicants will be denied due to the failed co-applicant.
3. If one or more of the applicants on a bundled application is conditional, all applicants will be conditional.
4. Any applicant that is individually approved but denied due to a co-applicant must wait 30 days to reapply and must reapply without the denied co-applicant(s).

### **Applicant Screening Criteria**

Screening criteria will be applied consistently to all applicants. Consideration of extenuating circumstances will be considered in the screening process, but must be approved by a Regional Manager.

All applications will be reviewed to make sure the applicants meet Signature Management's criteria for each of the following:

1. Income/Debt;
2. Credit history;
3. Criminal history; and
4. No other automatic disqualifiers.

### **Income/Debt**

1. For conventional properties, Signature Management will evaluate the application based on the combined **net** household income (take home pay) of the applicants.
2. An applicant's **net** income must be at least three (3) times the rental amount on the requested unit. This is called the rent to income ratio and is calculated by dividing the income by the rent. For example, if a person is applying for a conventional apartment renting for \$500.00 and makes \$1,600.00 take home pay, the rent to income ratio is  $\$1,600.00/\$500.00 = 3.2$ .
3. If an applicant has a rent to income ratio of 2.5 – 2.99, the applicant will be considered conditional and must complete a landlord verification.
4. An applicant with less than a 2.5 rent to income ratio will be denied.

### **Credit History**

Priority will be given to current credit activity over older credit activity. All rental obligations and utilities must be paid in full. Medical bills and student loans will not be considered when examining credit history. Lack of credit history is not an automatic disqualification.

### **Automatic Credit History Disqualifiers**

1. Any open bankruptcy or any bankruptcy within the previous three (3) years
2. Any unpaid apartment collection or previous rent
3. Inability to put utilities in the applicant's name

4. Any eviction judgment within the last seven (7) years. Documentation from a plaintiff in an eviction action confirming the eviction was dismissed and all debts were paid will be taken into consideration when processing the application
5. Any false or misleading information provided by an applicant on the written application, or omission of a material fact
6. Records of destruction, consistent late or unpaid rental obligations, evictions, police activity or poor housekeeping habits resulting in health and safety hazards are grounds for denial of the application.
7. Credit scores of 599 or less
8. Credit scores between 600 – 639 will be considered conditional

**Criminal History Admissions Criteria**

Signature Management has established a policy to deny all applications where the applicant or any household member has been convicted of certain criminal activity. For all applications considered conditional or denied due to criminal history, Signature Management staff will conduct an individualized assessment. Applicants have a right to request a reasonable accommodation. Applicants may submit with the application evidence of mitigating circumstances, if the admissions criteria provides for an individualized assessment of the applicant’s specific criminal activity. The activities that will be grounds for denial of the application are as follows:

1. Any felony conviction or adjudication other than acquittal within ten (10) years, which involved drunk driving, burglary, robbery or serious crime against a person or property.
2. Any conviction or adjudication other than acquittal within five (5) years for any acts of perpetrating domestic violence.
3. Any conviction or adjudication other than acquittal within three (3) years for the sale, distribution or manufacture of any controlled or illegal substance other than marijuana.
4. Any conviction or adjudication other than acquittal within three (3) years involving illegal use or possession of any controlled or illegal substance other than marijuana.
5. Any conviction or adjudication other than acquittal for any sexual offense. If during the applicant’s lease Signature Management discovers anyone in the household has been placed on the sex offender registry, legal proceedings will begin to terminate the tenancy.
6. Any conviction or adjudication other than acquittal, which involved bodily harm to a child.
7. Lifetime sex offenders.

**Occupancy Standards**

Our goal is to prevent overcrowding and undue wear and tear to rental properties. Signature Management will abide by the state occupancy standards regarding square footage relative to the number of people who may reside in a property. We use the general guidelines below. However, applicants have a right to request a reasonable accommodation.

<b><u>Bedroom Size</u></b>	<b><u>Maximum persons per household</u></b>
<u>0</u>	<u>1</u>
<u>1</u>	<u>2</u>
<u>2</u>	<u>4</u>
<u>3</u>	<u>6</u>

**Co-Signers**

If an applicant does not meet one or more of the above criteria, they may still be eligible for a rental unit if they can get a third-party to guarantee the lease. “Co-signers or “Guarantors” must be related to at least one of the applicants. It is preferable that co-signers reside in the same state as the applicants. The co-signer must submit a written application

along with the application fee and must pass the criteria of the screening process as any other applicant. The income to rent ratio must be (six) 6 times the rent. If the co-signer cannot come to a Signature Management office in person, the signed application must be notarized. All co-signers must be approved by a Regional Manager. A co-signer will be a leaseholder and will be required to sign a lease agreement and uphold all obligations outlined in the lease. If the co-signer cannot come to a Signature Management office in person, the signed lease must be notarized.

**Refugee Status**

Applicants who have refugee status and/or are receiving case management services and/or rental assistance through a recognized social service agency will not be required to submit an application. We will require a copy of each family member's I-9 at the time of arrival in the unit.

**Appeals and Grievances**

If anyone believes that an act of discrimination has occurred, please refer to Signature Management's Grievance Policy found on Signature Management's website. You may submit your grievance in writing or send a request for a copy of Signature Management's Grievance Policy to [info@signaturemgmtlouisville.com](mailto:info@signaturemgmtlouisville.com).

Applicants who are denied will be allotted fourteen (14) days to dispute the denial. To dispute the denial of an application, the applicant must submit the dispute in writing or request a meeting in writing within 14 days.

**Resident Selection Guidelines Acknowledgement Form**

By signing below, all applicants certify that they have been provided a copy of the Resident Selection Guidelines, given the opportunity to ask any questions that pertain to the Resident Selection Guidelines, have been notified that the Resident Selection Guidelines are available on Signature Management's website and that they are entitled to a copy of these Resident Selection Guidelines.

**APPLICANT SIGNATURE**

X \_\_\_\_\_ DATE: \_\_\_\_\_

**APPLICANT SIGNATURE**

X \_\_\_\_\_ DATE: \_\_\_\_\_

**APPLICANT SIGNATURE**

X \_\_\_\_\_ DATE: \_\_\_\_\_

**APPLICANT SIGNATURE**

X \_\_\_\_\_ DATE: \_\_\_\_\_

**APPLICANT SIGNATURE**

X \_\_\_\_\_ DATE: \_\_\_\_\_

Signature Management  
2010 Cherokee Pkwy #3  
Louisville, KY 40204  
502-430-3711  
[info@signaturemgmtlouisville.com](mailto:info@signaturemgmtlouisville.com)  
<https://signaturemgmtlouisville.com>