

Davis Property Management Applicant Screening Process

Effective as of 11/10/17

The following process should be followed by all DPM employees for any potential tenants applying to rent units listed under DPM in order to comply with Federal, State and City laws.

1. Upon receipt of a tenant application in AppFolio, initiate the background check for the first applicant. Do not proceed to background checking the second applicant till the background check of the first applicant has been completed and reviewed. Do not turn away any new applications while background checks is in progress. Applications are screened in chronological order of receipt.
2. When reviewing the background results, review the following items in order to ensure the tenants meet Davis Property Management's Application Requirements:
 - a) Credit check: above average FICO score, no major credit issue, including collections
 - b) Income requirements: total household income of at least 3 times total monthly rental amount
 - c) Rental history: No past evictions and a positive referral from previous landlord
 - d) Background check: No criminal records that would affect the safety of the building or other tenants (more information below in section 4)
3. IF the first applicant meets all qualifications for tenancy, inform them of their approval. After there is fully signed and executed lease from the first approved applicant (process can take up to 1-2 weeks in certain situations), notify additional applicants that the vacancy has been filled and refund their application fee in AppFolio.
4. IF the first applicant meets all qualifications, but returns a positive criminal record further inquiry must be made around the criminal activity before denying their application. The following information must be considered. A criminal record DOES NOT solicit an automatic denial.
 - If the applicant has an "Arrest" or "Dismissal" listed but not a "Conviction", the applicant meets this background check qualification.
 - If the applicant has a "Conviction", please consider the following when reviewing the details of the criminal activity:
 - a) Nature and severity of the conviction: What were the facts and circumstances? What class is the criminal activity (misdemeanor, felony, etc.)?
 - b) What age was the applicant at the time of the incident?
 - c) How much time has elapsed since the incident?
 - d) Does the applicant have good rental history before and/or after the incident? (No evictions, complaints or issues)

- e) Does the applicant have any supplemental information regarding the incident to support individual rehabilitation efforts, good conduct or additional facts or explanations? (The applicant is not required to provide this information, but can do so if they choose.)

This would include but is not limited to:

- Written or oral statement from applicant;
- Written or oral statement from current or previous employer;
- Written or oral statement from a current or previous landlord;
- Written or oral statement from a member of the judiciary or law enforcement, parole or probation officer, or person who provides similar services;
- Written or oral statement from a member of the clergy, counselor, therapist, social worker, community or volunteer organization, or person or institution who provides similar services;
- Certificate of rehabilitation;
- Certificate of completion or enrollment in an educational or vocational training program, including apprenticeship programs;
- Certificate of completion or enrollment in a drug or alcohol treatment program; or certificate of completion or enrollment in a rehabilitation program.

**Please note: Applicant cannot be denied for drug possession charges, but may be denied for distribution or manufacturing charges.

After reviewing the above information regarding the incident, a decision to deny the applicant tenancy may be made IF there is a legitimate business reason through demonstrated and reliable evidence that current resident safety and/or building property could be at risk.

5. IF after review, it is determined that the first applicant is DENIED, a notice must be sent to the applicant informing them of the decision with reasoning. After informing the applicant, proceed the next applicant in order of application receipt.
6. IF after review, it is determined that the first applicant is ACCEPTED, notify the applicant of their approval. After there is fully signed and executed lease from the first approved applicant (process can take up to 1-2 weeks in certain situations), notify additional applicants that the vacancy has been filled and refund their application fee in AppFolio.

Davis Property Management prides itself on providing a smooth application process that is fair and nondiscriminatory, while complying with all Federal, State and City laws around fair housing in order to provide enjoyable, safe and happy communities for everyone. Thank you for your care in handling this important process on our behalf!