



AMOSO Tenant Selection Guidelines

1. **ALL Application Fees are Non-Refundable** once application is Processed and Credit and Criminal Background information is requested from Application processor AmRent.
2. **Property is STILL Available if shown on AMOSOperties.net/available-homes.** If a Property is shown on AMOSOperties.net/Available-homes, it means that an application has not been finalized and all the requirements of 10.a of this document have not been met yet. We can not tell you how many applications there are or if there are people in process. You must apply to be able to be considered for the property. It is best to be prepared to act fast when applying for a property.
3. **All Requirement guidelines are based on the Monthly Asking Rent,** for a Property, published on AMOSOperties.net/available-homes. Rents found or seen on any other source should be considered invalid.
4. **AMOSO does not discriminate** against, and therefore does not base any selection criteria, on the following:
 - Race
 - Skin Color
 - National Origin (Nationality)
 - Religion
 - Sex
 - Sexual Orientation
 - Gender Identity
 - Familial Status
 - Disability
 - Age except for primary occupant or financially responsible party being under the age of 18
 - Legal Sources of Income including Housing Programs such as Section 8
5. **Minimum Income Required:**
 - Monthly Gross income of 3 times Monthly Asking Rent with a Security Deposit equal to 2 months rent
 - Monthly Gross income of 3.5 times Monthly Asking Rent with a Security Deposit of One and half months rent



- Monthly Gross income of 4+ times Monthly Asking Rent with a Security Deposit equal to One Months rent

6. Credit Score:

- <520 with Security Deposit equal to 2 months rent will be considered if Gross income is over 4 times the monthly rent or has HUD funded rental assistance for a source of income
- 520 with Security Deposit equal to 2 month's rent
- 600 with Security Deposit equal to 1.5 month's rent
- 650+ with Security Deposit equal to 1 month's rent

7. Criminal Background:

- Traffic, Moving, Vehicle Violations (including DWI/DUI) are not factored
- Non-theft and non-Fraud Related Misdemeanor Violations are not factored
- All Theft, Property Damage, and Fraud Violations will be cause for Application Denial
- Convicted Felons (non-theft, property damage or fraud) on parole or probation will be subject to additional requirements such as good standing letters from parole and probation officers.
- Sexual Offenders will require an additional approval from Property Ownership, and a letter from their Parole/Probation Officer stating Desired property is in an approved location for the offender to move into.

8. Rental History:

- Non-Settled Financial Landlord Actions in past 7 years will be cause for immediate denial of application
- Possession only Landlord Actions in past 10 years will be cause for immediate denial of application
- If Length of Residency at Current Property is less than 24 months, a Security Deposit equal to two months rent will be required
- Providing False information for Current Landlord will result in application denial with no reconsiderations
- If the current Landlord says you have a late balance currently due or that you have late paid 25% or more of the time, or that there is a history of tenant caused property damage, application can be denied.

9. Acceptable Forms of Income Verification:

- Last 2 months of Paystubs from Employer



- Previous Year's 1040 Tax Return, and verification employment has not changed
- If Starting new Job, a job offer letter with stated income from employer, with a supervisor's contact information will be acceptable
- If Self-Employed, Last 3 months of Personal Bank Statements will be needed.
- If Source of Income for Rental Payments is HUD funded such as Section 8, then the following are acceptable
 - Signed Asking Rent Confirmation Letter from Case Worker
 - Agreed Rent Negotiation Letter (happens after inspection Process)

10. Accepting the Application and Holding the Property:

- a. The First Applicant to meet all Selection Requirements and provide the following to AMOSO will get the Property, and it will be removed from marketing, and be held for the tenant.
 - Completed Income Verification
 - Full Security Deposit requested from AMOSO
 - Signed Lease
 - Signed HAP contract (only applicable if applicant is HUD funded such as Section 8)
 - Additional Special Consideration Letters (such as from a Parole officer)
- b. Properties will continue to be marketed and Applications processed until a qualified applicant fully completes the 3 to 5 requirements of 9.a.