

## Rental Application and Screening Guidelines

1. **Application Process:** A rental application needs to be filled out completely and accurately. We cannot process incomplete applications. Any misstatement or omission made on your application is grounds for rejection or not processing of an application.
2. **Photo Identification:** Every person over the age of 18 that will be living in the apartment will be required to complete a rental application and provide a government issued photo I.D. (examples: driver's license or state i.d. card, social security card, resident alien/Visa card)
3. **Screening Service:** Management uses the following tenant screening services:
  - Multi-housing Credit Control, Inc.
  - Rental Research, Inc.
4. **Application Fees:** A \$25.00/per adult non-refundable application fee will be collected at the time of application. In addition, a \$500.00 refundable rental deposit will be collected.
5. **Verification Process:** As part of the application process, management will be verifying the following information:
  - Housing History
  - Criminal Background Check
  - Credit History
  - Income Verification
6. **Pets:** Certain pets may be allowed in select buildings. An additional pet deposit per pet (maximum of 2) is required for approved pets.
7. **General Behavior:** A courteous and business like attitude is required of both parties. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, has been drinking, is argumentative, or in general displays an attitude at the time of the apartment showing and application process that causes management to believe we would not have a positive business relationship.
8. **Equal Opportunity:** B. T. & A. Construction Co. is a fair housing provider. We do not discriminate against persons on the basis of race, color, religion, national origin, sex, familial status, disability, creed, marital status, public assistance, ancestry, and sexual or affectional orientation. If you feel you have not been treated fairly in any way or have been discriminated against in any way by an agent or employee of B. T. & A., please contact us at the address below. We will promptly investigate and respond to any concern that we have not followed the fair housing laws.

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