

# TIERVIEW

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## PROPERTY MANAGEMENT

### TVPM TENANT SCREENING STANDARDS

The following screening standards are meant ensure that properties are occupied by residents who have demonstrated the ability and intention to afford luxury housing. We recognize that though an applicant may feel they can afford the monthly rent of a particular apartment, if they do not actually qualify based on credit, income, and criminal background, they are likely to cause themselves financial hardship or disrupt the quiet enjoyment of other residents. We recognize that not all applicants who apply will be approved based on these standards. In those cases TierView Property Management (“TVPM”) will make reasonable effort to clarify aspects of an application and ascertain a true representation of an applicant’s financial and criminal background.

**Documentation of income and Identity:** Applicants are required to have a gross monthly income of 2x monthly rent. While reviewing an application TVPM may ask for substantiating documentation including, but not limited to, state-issued identification, bank statements, tax returns, Social Security numbers, and pay stubs in order to establish an applicant’s identity and ability to pay rent.

**Credit, Bankruptcies, and Collections:** TVPM receives credit information from Appfolio, a third-party Property management platform. Appfolio receives credit reports directly from Experian (a nationwide credit bureau). A minimum credit score of 670 or higher will not require manual review of a credit file. Scores between 500 and 669 will be manually reviewed by management to clarify aspects of an application and ascertain a true representation of an applicant. Applicants with scores of 499 or lower will not be considered. Regardless of credit score any application with accounts in collections will require a manual review of the credit file. Applicants with open bankruptcies and those with bankruptcies discharged within the last 7 years will not be considered.

**Landlord-Tenant Disputes:** Applicants with money judgments related to housing or evictions in favor of a previous landlord within the last 4 years will not be approved.

**Criminal Background:** Applicants with any history of violent or dangerous criminal activity in the last 7 years will not be considered. Applicants found in OFAC/terrorist database records will not be considered. Applicants listed on sex offender registry will require a manual review of criminal background.

**Covid Exceptions:** In compliance with Sections 9-1108 and 9-810 of the Fair Housing Code published by the Fair Housing Commission of Philadelphia as well as The Renters’ Access Act passed in October 2021, the following items will not be considered if they occurred between March 23, 2020 and August 14, 2021:

- An eviction proceeding that did not result in a judgment in favor of the Landlord.
- A sealed record of an eviction proceeding.
- An eviction judgment that has been vacated or marked satisfied.
- An eviction proceeding that was entered 4 or more years before the application to rent was submitted.
- An eviction proceeding brought during the COVID-19 emergency period unless that eviction was based upon violent or dangerous criminal activity that resulted in a judgment against the applicant.
- An eviction proceeding or a judgment by agreement is currently in place or where it has been satisfied or vacated or otherwise resolved.
- Any Credit report demonstrating a failure to pay rent or utility bills from March 23, 2020 to August 14, 2021.

Any questions related to this document may be directed to [leasing@tierviewpm.com](mailto:leasing@tierviewpm.com).

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## Notice of Application Denial

Dear <Applicant>,

This notice is to inform you that after reviewing your application we will be unable to proceed with a lease at this time due to the following:

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If you feel the result of this application may be due to incorrect information, or if you would like to provide further information for reconsideration, please complete a request for reconsideration as outlined on the following page within 48 hours of this letter. Once submitted, you will have the opportunity to submit any supporting details or documents within 7 business days. Please be advised that although TVPM will make take the new information into consideration, submitting some or all the following does not guarantee approval as each reconsideration is unique and handled on a case-by-case basis.

Suggested supplemental information for reconsideration of rental application.

- Any evidence that the information relied upon by TVPM was inaccurate or not applicable to the applicant.
- Mitigating circumstances such as showing a history of on-time rental payments that did not appear in the background check or a prior eviction of the applicant based on non-payment was based in part on rent not owed by the applicant or the applicant now has income that the applicant did not have before that is adequate to cover the cost of rent.
- Letters of recommendation from employers or former housing providers.
- Change in circumstances that would make prior lease violations by the applicant less likely to reoccur.

Thank you.

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## SAMPLE REQUEST FOR RECONSIDERATION LETTER

[DATE]

[PROSPECTIVE LANDLORD'S NAME]

[PROSPECTIVE LANDLORD'S ADDRESS]

Dear [PROSPECTIVE LANDLORD'S NAME],

I received your notice of denial of my rental application on [DATE]. I am writing to inform you that I plan to:

- Request reconsideration of this decision
- Dispute incorrect information used in making this decision

I will be providing you additional information within seven business days of when I received the notice of denial.

Sincerely,

[APPLICANT'S NAME]

[APPLICANT'S ADDRESS, PHONE, AND/OR EMAIL]