



## CLT OF PBC RENTAL CRITERIA

---

With respect to the treatment of applicants, it is the policy of the Community Land Trust of Palm Beach County, Inc. (CLT of PBC) and/or managing agent to not discriminate against any individual or family because of race, color, age, national or ethnic origin or ancestry, religion, sex, sexual preference, age, disability, handicap, military status, source of income, marital status or familial status (having children under the age of 18).

Applications for rental units will be accepted on a first come, first serve basis. All information on the application must be complete, accurate and verifiable. All appropriate application fees and deposits must be paid by **MONEY ORDER OR CASHIERS CHECK ONLY** before an application will be accepted and/or processed. Rental units will be reserved for applications based on the availability of the unit type requested by Applicant.

Applications for residency must satisfy the following processing guidelines and qualifications:

1. **RENTAL APPLICATIONS:** A Rental Application must be completed for each prospective applicant and/ or occupant who is of the legal age of eighteen (18) or older and who will occupy the rental unit. Any false information provided at any time will cause application to be rejected and/or lease to be nullified.
2. **OCCUPANCY:**  
A maximum of:
  - 2 people in a 1-bedroom apartment
  - 4 people in a 2-bedroom apartment
  - 6 people in a 3-bedroom apartment
3. **IDENTIFICATION:** All applicants must provide a copy of current Driver's License or current government-issued photo ID.
4. **LEGAL RESIDENCY:** All Applicants and prospective occupants must provide appropriate verification of their lawful residence in the United States as requested by Management. Applicants who are not US citizens or are US citizens without a SSN or ITIN must provide I-94, I-94W (Immigration arrival and departure approval to be in the US) or I-20 (International Student approval to be in US). The lease end date cannot extend past the date the applicants are approved to be in US.
5. **BACKGROUND CHECK:** A criminal background check will be run on all Applicants. An applicant may be automatically denied in the event the applicant(s) have ever been convicted of a felony or misdemeanor for a crime against a person or another person's property. The applicant(s) may also be declined if they have received adjudication withheld or has been charged with a felony or misdemeanor offense(s) within the past seven (7) years for a crime against another person, another person's property or against society. An automatic denial will occur should an applicant appear on the list of known terrorists, wanted fugitives, or sex offender's registry.

Note: This requirement does not constitute a guarantee or representation that residents or occupants residing at this rental community have not been convicted of a felony or are not subject to deferred adjudication for a felony.

## CLT OF PBC RENTAL CRITERIA

---

6. RENTAL HISTORY: Up to 24 months of rental history may be verified. A poor rental history showing evictions, skips, or money left owing can result in automatic rejection.
7. CREDIT HISTORY: A credit report will be pulled on all applicants. Significant delinquencies, evictions, tax liens, judgments, charge offs, repossessions, garnishments, and bankruptcies can disqualify an applicant from renting a unit in this community.
8. INCOME: Applicants must have a verifiable source of income as follows:  
If employed, applicant must present three most current paycheck stubs and employment verification of income. If self-employed, a copy of applicant's last three Income Tax Returns is required. Employment verification letters must be returned before application is returned. Applicant must show 18 months of continuous employment.

Applicants receiving child support must show proof of consistent payment receipts for the previous six months. Acceptable verification includes court records, check stubs, and bank statements or other financial documentation.

Verifiable documents must be provided for any other type of income.

Annual household income must not exceed Palm Beach County's NSP requirements. Monthly rent must not exceed 2.5 times the household monthly gross income.

9. SECURITY DEPOSIT: A security deposit equal to one month's rent will be due upon lease execution.
10. APPLICATION FEES: The following application fees will be assessed and are not refundable:  
Per adult: \$100.00  
Per married couple (copy of the marriage license must be provided): \$150.00

**11. ANIMALS (PETS):** Acceptable animals include domestic cats, dogs under 25 lbs. (specific breeds are not permitted-see below), turtles, non-poisonous frogs, domestic hamsters, hermit crabs, gerbils, and small domesticated birds and domestic fish. Traditionally aggressive dog breeds, including but not limited to, Staffordshire Terriers (a.k.a. Pit Bulls), Rottweilers, Doberman Pincers, wolf-dogs, and other dogs deemed vicious by animal control or other governing authorities, are not permitted in the leased premises. When and if an approved animal is permitted on a property, additional fees are required. Additional requirements may be imposed. This policy does not apply to disabled persons who require the use of a support animal. Tenants are allowed a maximum of one pet per unit.

**12. ALTERATIONS:** No alterations of any kind may be made to the interior or exterior of the rental units by the tenant. Reasonable accommodations for fair housing compliance may be made with management approval at tenant's expense.

---

Applicant Signature

Date

Management Representative Signature

Date



ADOPTED 042712