

# Leading Edge Property Management

## Tenant Selection Plan

In carrying out this tenant selection plan, the Agent will not discriminate on the basis of race, color, creed religion, national or ethnic origin, citizenship, ancestry, class, sex, sexual orientation, familial status, disability, military/veteran status, source of income, age or other basis prohibited by local, state or federal law in any aspect of tenant selection.

Advertising: These sources as well as others may be used as appropriate to the season and other conditions:

Berkshire Eagle  
The Advocate  
Local Businesses  
Word of mouth  
Agent Standard Company Advertising; Chamber of Commerce, Internet  
(Iberkshires.com, Craig's Lisgt), Rental Housing Association of Berkshire County

In general, applications will be processed in accordance with the following steps:

- Review for completeness – incomplete application will be rejected and the applicant notified. Review will not continue until all of the required information has been provided.
- Preliminary determination – completed applications will be reviewed for income eligibility.
- Screening Procedures - To obtain information about an applicant's ability to meet the essential requirements of tenancy, the Agent will secure background information from one or more of the following sources:
  - (a) References from landlords in the last five years or from the last two successive tenancies, whichever is more inclusive;
  - (b) Credit references furnished by a credit bureau;
  - (c) Personal references provided by the applicant;
  - (d) Record of prior criminal history.

*Note: Eligibility does not constitute acceptance and further screening may be required to determine an applicant's ability to maintain a successful tenancy.*

This Tenant Selection Plan sets forth the essential requirements of tenancy and the grounds on which tenants will be rejected for failing to meet such requirements. Rejection of an applicant is appropriate where the Agent has a reasonable basis to believe that the tenant cannot meet these essential requirements, which may be summarized as follows:

- The applicant has failed to provide information reasonably necessary for the agent to process the applicant's application.
- The applicant has failed to pay rent and other charges under a prior tenancy in a timely manner and/or the credit report shows numerous delinquencies; one charge off, collection, or civil suit; any repossession, tax lien, or bankruptcy.
- The applicant or a household member has a history of failure to meet material lease terms or the equivalent at one or more prior residences, and such failure if repeated by a tenant, would be detrimental to the property or to the health, safety, security or peaceful enjoyment of other tenants.
  - I.e.: Court Records: one eviction case for non payment or cause
  - Court Records: One case for property damage, disturbances, nuisance, and other cause
- The applicant has misrepresented or falsified any information required to be submitted as part of the applicant's application and the applicant fails to establish that the misrepresentation or falsification was unintentional.
- The applicant or household member is a current illegal user of one or more controlled substances as defined in M.G.L. c. 94C §1. A person's illegal use or possession of a controlled substance within the preceding twelve months shall create a presumption that such person is a current illegal user of a controlled substance.
- The applicant has interfered with the rights and enjoyment of others and/or damaged the property of others in a prior tenancy;
- The applicant has engaged in an activity that threatened the health, safety or right to peaceful enjoyment of other residents or management in a prior tenancy;
- The applicant or household member has displayed living habits or poor housekeeping at a prior residence, and such damage or destruction of property, if repeated would have a material adverse effect on the property or any unit therein;
- The applicant failed to comply with necessary and reasonable rules of the housing provider in a prior tenancy.

**Management has a no tolerance policy for drugs.**

Credit Reports are obtained from the agencies listed below. All reports are obtained by First Advantage Safe Rent. If any person wishes to see, or dispute the contents of their credit files, please contact the appropriate agency.

**Rental/Arrest/Conviction Reports**

- First Advantage Safe Rent, P.O. Box 31462, Tampa, FL 33631-3462 - 1-800-462-3033

**Credit Reports**

- CBI/Equifax Credit Info. Srv., P.O. Box 740241, Atlanta, GA 30374-2041 (800)685-1111
- Experian (TRW) Consumer Assistance, P.O. Box 2002, Allen, TX 75002 (888)397-3742
- Trans Union Consumer Relations, P. O. Box 7000, N. Olmstead, OH 44070