



Schneider Property Management, LLC  
P.O. Box 8316  
Portland, Maine 04104

(207) 318-6078 Office      (207) 775-2974 Fax

STATEMENT OF POLICY / TENANT SELECTION CRITERIA  
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No applicant / co-applicant shall be denied the opportunity to apply for housing and no eligible applicant / co-applicant shall be denied the opportunity to lease / rent any dwelling suitable to their needs based on, color, sex, creed, handicap, religion, national origin or sexual orientation.

The following criteria will be used in selecting applicants / co-applicants for occupancy.

1. Applicant's / co-applicant's current and past performance in meeting financial obligations, especially rental payment history.
2. A record of disturbance of neighbors, destruction of property, living or housekeeping habits at prior or current residence, which may adversely affect the health, safety of other tenants and / or the building.
3. A history of criminal activity involving crimes of physical violence to persons or property and other criminal acts which may adversely affect the health, safety or welfare of other tenants or the building.
4. A history of drug activity, including the manufacture, sale or use of illegal drugs.
5. Present employment reference verifying income, attendance, dependability, attitude and continued employment.
6. Favorable personal / character reference. This reference must be from an objective party, someone other than family or friends. Some examples would be employer, present or former volunteer work, training, schooling, child care, church, counseling.
7. Verification of other income to confirm affordability of apartment applicant / co-applicant is applying for.
8. Applicant / co-applicant for market rents must have the necessary household income to afford the housing that is being applied for. The maximum ratio of monthly household income to apartment expense, including all utilities is usually 36%.

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9. When necessary, because of marginal landlord references regarding housekeeping skills or the lack of knowledge from a current or former landlord,

a physical inspection will be conducted of the applicant's/ co-applicant's current residence.

10. All applicants must be of legal age, unless verification of emancipation is received at the time of application.
11. The disclosure of all requested information submitted in a complete, accurate and truthful manner. False information could result in denial of housing from Schneider Property Management, LLC.

In the event of receipt of unfavorable information with respect to an applicant/ co-applicant, consideration shall be given to the time, nature and extent of the applicant's/ co-applicant's conduct and to the factors which might indicate a reasonable probability of unfavorable future conduct or financial prospects. For Example:

1. Evidence of rehabilitation.
2. Evidence of the applicant's/ co-applicant's participation in or willingness to participate in social service or other appropriate counseling service programs and the availability of such programs.
3. Evidence that the applicant's/ co-applicant's ability to increase household income and the availability of training or employment programs on the locality.

Any applicants/ co-applicants, for market rents, must submit at the time of application, the following documents:

1. Valid driver's License and/ or State I.D.
2. Social Security Card
3. Vehicle Registration
4. Income Verification – A minimum of the last five weeks paycheck stubs. TANF/Child Support: Current check stubs or printout of payment history from D.H.H.S., Social Security/SSI: Verification from Social Security Administration. Unemployment Comp: Year to date print out from Employment Security Commission. Pensions: Current check stub, Self-Employed: Two years tax returns.



Schneider Property Management, LLC  
P.O. Box 8316  
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(207) 775-4242 Fax

DATE: \_\_\_\_\_

PROPERTY NAME/LOCATION: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ CO-APPLICANT: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: DAY \_\_\_\_\_ EVENING \_\_\_\_\_

COMPLETE THE FOLLOWING INFORMATION FOR EACH MEMBER TO RESIDE AT THE PROPERTY

NAME	BIRTHDATE	SOCIAL SECURITY #	ADDRESS
_____	_____/_____/_____	_____/_____/_____	_____
—			
_____	_____/_____/_____	_____/_____/_____	_____
—			
_____	_____/_____/_____	_____/_____/_____	_____
—			
_____	_____/_____/_____	_____/_____/_____	_____
—			

PRESENT LANDLORD: \_\_\_\_\_ PHONE: \_\_\_\_\_

LANDLORD ADDRESS: \_\_\_\_\_

CURRENT RENTAL INFORMATION

CURRENT RENTAL AMOUNT: \_\_\_\_\_ WEEKLY: \_\_\_\_\_ MONTHLY: \_\_\_\_\_

UTILITIES INCLUDED AND COST: \_\_\_\_\_

GENERAL COMMENTS: PLEASE INCLUDE ANY PERTINENT INFORMATION ABOUT APPLICANT/CO-APPLICANT, YOUR LIVING CONDITION OR YOUR NEED FOR HOUSING

\_\_\_\_\_  
\_\_\_\_\_

FORMER LANDLORD (NAME AND ADDRESS): \_\_\_\_\_ PHONE: \_\_\_\_\_

FORMER APARTMENT ADDRESS: \_\_\_\_\_ RENT: \_\_\_\_\_

CREDIT REFERENCES:

NAME AND ADDRESS \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

NAME AND ADDRESS \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

EMERGENCY CONTACTS:

NAME AND ADDRESS \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

NAME AND ADDRESS \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

DO YOU HAVE ANY PETS? IF YES, WHAT TYPE, DESCRIBE: \_\_\_\_\_

CURRENT GROSS HOUSEHOLD INCOME. INDICATE FROM WHERE AND HOW OFTEN ALL INCOME IS RECEIVED. PLEASE BE EXACT.

EMPLOYMENT:

\_\_\_\_\_

APPLICANT EMPLOYER NAME AND ADDRESS

PHONE NUMBER

LENGTH OF TIME WITH THIS EMPLOYER: \_\_\_\_\_

WAGES: \$ \_\_\_\_\_ / HOUR, TOTAL \$ \_\_\_\_\_ PER \_\_\_\_\_ WEEK \_\_\_\_\_ BIWEEK

CO-APPLICANT EMPLOYER NAME AND ADDRESS

PHONE NUMBER

LENGTH OF TIME WITH THIS EMPLOYER: \_\_\_\_\_

WAGES: \$ \_\_\_\_\_ / HOUR, TOTAL \$ \_\_\_\_\_ PER \_\_\_\_\_ WEEK \_\_\_\_\_ BIWEEK

TANF: \$ \_\_\_\_\_ APPLICANT OR CO-APPLICANT \_\_\_\_\_

CHILD SUPPORT: \$ \_\_\_\_\_ APPLICANT OR CO-APPLICANT \_\_\_\_\_

SOCIAL SUPPORT: \$ \_\_\_\_\_ APPLICANT OR CO-APPLICANT \_\_\_\_\_

SSI PENSION: \$ \_\_\_\_\_ APPLICANT OR CO-APPLICANT \_\_\_\_\_

PENSION TYPE: \$ \_\_\_\_\_ PER MONTH APPLICANT OR CO-APPLICANT \_\_\_\_\_

OTHER TYPE OF INCOME: \_\_\_\_\_

1. HAVE YOU EVER BEEN ARRESTED? YES \_\_\_\_\_ NO \_\_\_\_\_  
EXPLAIN: \_\_\_\_\_
2. HAVE YOU EVER BEEN CONVICTED FOR ANY OF YOUR ARRESTS?  
YES \_\_\_\_\_ NO \_\_\_\_\_
3. HAVE YOU OR ANY MEMBER OF YOUR HOUSEHOLD EVER BEEN CONVICTED OF A FELONY OR A MISDEMEANOR OTHER THAN A TRAFFIC VIOLATION?  
YES \_\_\_\_\_ NO \_\_\_\_\_
4. HAVE YOU EVER BEEN EVICTED FROM ANY APARTMENT OR HOME?  
YES \_\_\_\_\_ NO \_\_\_\_\_
5. WAS IT EVER NECESSARY FOR EVICTION PROCEEDINGS TO BE INITIATED ON YOUR HOUSEHOLD?  
YES \_\_\_\_\_ NO \_\_\_\_\_
6. HAS YOUR EMPLOYMENT EVER BEEN TERMINATED?  
YES \_\_\_\_\_ NO \_\_\_\_\_
7. HAVE YOU EVER BEEN DISHONORABLY DISCHARGED FROM ANY BRANCH OF THE MILITARY?  
YES \_\_\_\_\_ NO \_\_\_\_\_
8. HAVE YOU EVER USED ILLEGAL DRUGS?  
YES \_\_\_\_\_ NO \_\_\_\_\_

THE ABOVE INFORMATION IS, TO THE BEST OF MY KNOWLEDGE, COMPLETE AND ACCURATE. I HEREBY GIVE SCHNEIDER PROPERTY MANAGEMENT, LLC PERMISSION TO VERIFY THE ABOVE INFORMATION, INCLUDING RIGHTS AND ACCESS TO ANY DOCUMENTS RELATING TO THE ABOVE INFORMATION. IF ANY FALSE INFORMATION HAS BEEN SUBMITTED REGARDING THE ABOVE QUESTIONS, YOU WILL BE WITHDRAWN FROM OUR WAITING LISTS FOR ANY SUBSIDIZED OR MARKET RENT APARTMENT. THE UNDERSIGNED WARRANTS AND REPRESENTS THAT OUR STATEMENTS ARE TRUE AND AGREES TO EXECUTE UPON PRESENTATION A LEASE OR TENANCY AT WILL STATED, WHICH LEASE MAY BE TERMINATED BY THE LESSOR IF ANY STATEMENTS HEREIN MADE ARE NOT TRUE. DEPOSIT IS TO BE APPLIED ON RENT OR RETAINED AS LIQUIDATED DAMAGES EXCEPT IT IS TO BE REFUNDED IF SAID APPLICANT IS NOT ACCEPTED BY THE OWNER. THIS APPLICATION AND DEPOSIT ARE TAKEN SUBJECT TO PREVIOUS APPLICATIONS.

I AUTHORIZE YOU TO OBTAIN ANY INFORMATION RELATIVE TO THIS APPLICATION WHICH YOU MAY OBTAIN FROM ANY BANK, FINANCE COMPANY, LOAN COMPANY, CREDIT BUREAU, EMPLOYER, OR ANY OTHER SOURCE OF INFORMATION TO WHICH YOU MAY APPLY. EACH SOURCE IS HEREBY AUTHORIZED TO PROVIDE YOU WITH SUCH INFORMATION. APPLICATION MUST

BE COMPLETED IN ITS ENTIRETY TO BE PROCESSED BY SCHNEIDER PROPERTY MANAGEMENT, LLC.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

CO-APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE RETURN THIS APPLICATION TO:

Schneider Property Management, LLC  
P.O. Box 8316  
Portland, Maine 04104

Or Deliver Electronically at  
<http://www.schneiderpropertymanagement.com/contact/download-application/>