



BTS PROPERTIES

Rental Application Policy & Screening Criteria

Please read this document carefully before you apply. It explains what we look for, what it costs, and how the process works.

Questions? Contact our office Monday through Friday, 9:00am to 5:00pm, at **309-431-2469** or management@btspeoria.com.

Before You Apply

Thank you for your interest in a rental home ("Rental") managed by BTS Properties ("Manager"). All prospective residents must meet the qualifying criteria below. By applying, you confirm that you have read, understand, and agree to these criteria.

This is an application to rent only. It does not guarantee that you will be offered the Rental. Manager may accept more than one application for a Rental.

Here is what you need to know before you apply:

1. **All of our homes are non-smoking and non-vaping.** This applies to the interior of the home, attached structures including garages, and the grounds of the property.
2. **The condition you see is the condition you get.** Property amenities, condition, and cleanliness as seen during your viewing are how you can expect to receive the home. Prospective residents accept the Rental in "as is" condition. Any requested changes must be submitted in writing with your application.
3. **Every occupant 18 or older must complete their own application.** Applicants for the same home apply together as a group, and each adult completes an individual application within that group. This applies whether they will live at the property full-time or part-time. Each adult must be a leaseholder and must qualify. All persons residing in the Rental are subject to background checks before occupancy.
4. **An application fee applies to each adult applicant.** The current fee is shown on the application itself. Application fees are non-refundable.
5. **Applications are good for 60 days** from the date submitted, and may be transferred to another BTS Properties rental during that window at no additional fee.
6. **You must live in the home you apply for.** You must disclose every person who will occupy the Rental.
7. **Occupancy limits.** No more than two occupants per bedroom, unless applicable law provides otherwise.
8. **If one applicant is denied, all related applications are denied.**
9. **We require two business days between lease signing and move-in.** This lets us remove signage, complete touch-up cleaning, rekey the locks, and finish documentation. It also gives you time to transfer utilities, change your mailing address, and prepare for the move.
10. **First month's rent must be paid in full before move-in.** If you move in mid-month, the prorated amount is applied to your second month of rent.

If You Have Housing Assistance

BTS Properties accepts Housing Choice Vouchers and all other lawful sources of income. Illinois law protects source of income, and we screen voucher holders using the same criteria as every other applicant.

A few things specific to assisted tenancies:

- **Income is measured against your portion of the rent.** For applicants with rental assistance, our income ratio is applied to the tenant-paid portion, not the full contract rent.
- **Request for Tenancy Approval (RFTA) packets are completed after your application is approved.** We will send you the packet once you are approved.

- **It is your responsibility to follow up with the Housing Authority.**
- **We cannot hold a home** until the housing authority has approved the RFTA and the property has passed inspection.
- **The Housing Authority must approve the full rent amount requested.** We do not discount rent to meet a payment standard.

How Applications Are Processed

Applications are processed in the order they are received, during normal business hours, Monday through Friday 9:00am to 5:00pm, excluding holidays. We make every effort to process applications as quickly as possible.

Processing times vary. Common causes of delay:

1. Waiting on screening reports for applicants with common first and last names
2. Waiting on additional information from the applicant
3. Waiting on a co-applicant to complete their application
4. Waiting on landlord references
5. Waiting on assistance agencies
6. Waiting on pet screening to be completed
7. Document-based income verification, which takes longer than instant verification

To get processed fastest, have these ready:

1. Copy of your current utility bill or bills
2. Copy of your current lease
3. Copy of your rent statement or ledger
4. Copy of your most recent annual inspection, if you have one

These will place your application on hold:

1. Open or unresolved eviction cases

Applications are approved or denied as soon as processing is complete. If more than one applicant is approved, the first approved applicant to pay the deposit to hold can hold the unit **for up to 2 weeks from approval**. Once the deposit to hold is received, that applicant has secured the home. Other approved applicants may transfer their application to another BTS Properties rental.

Failure to submit the deposit to hold within 24 hours of acceptance may result in cancellation of the offer at Manager's sole discretion.

Fair Housing

BTS Properties does not deny, reject, or approve any application on the basis of race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, unfavorable discharge from military service, sexual orientation including gender-related identity, pregnancy, familial status, immigration status, source of income, or any other class protected under the Illinois Human Rights Act or federal law.

Requesting a reasonable accommodation. If you have a disability and need a reasonable accommodation or modification at any point in the application process, including an accommodation related to these criteria, contact us at **309-431-2469** or management@btspeoria.com. Requests are handled confidentially and are evaluated individually.

Approval Criteria

Approval is based on six factors:

1. Identification verification
2. Credit history and verification
3. Rental and residency history
4. Income verification
5. Criminal background and registry screening
6. Pet or animal screening

Manager may deny any application for violation of, or non-compliance with, any of the policies in this document.

Automatic Denials

Any of the following will result in denial:

- Registration on any state or federal sex offender registry
- Registration on any state or federal registry of violence against children
- Eviction by a prior landlord for cause
- Any money owed to a previous landlord, property manager, or rental agency, in any amount
- TransUnion ResidentScore below 500 for any individual applicant
- Net household income below the applicable income ratio
- Bankruptcy that is open, discharged, or dismissed within the last 3 years
- Pending foreclosure, or foreclosure with debts owed
- Falsification of any part of the application, including false landlord names or contact information and falsified proof of income
- Identity that cannot be verified
- An application that is incomplete or cannot be verified

1. Identification Verification

- All applicants must verify their identity to complete an application.
- You must provide a valid, unexpired state-issued or other government-issued photo ID.
- Manager reserves the right to decline any application where identity cannot be verified, or any submission that is incomplete.

2. Credit

We use the **TransUnion ResidentScore**, which runs on a scale of 350 to 850.

How the score is determined:

- Where there is more than one applicant, the scores of all applicants are averaged. Guarantors are excluded from the average.
- **If any individual applicant scores below 500, the application is denied**, regardless of the average.
- An applicant with no credit score is assigned a score of 600 for the purpose of this table.

Credit decision table:

ResidentScore	Decision	Monthly credit contingency fee	Security deposit
650 and above	Approve	None	1x monthly rent
640 to 649	Conditional	\$10 / month	1x monthly rent
630 to 639	Conditional	\$20 / month	1x monthly rent
620 to 629	Conditional	\$30 / month	1x monthly rent
610 to 619	Conditional	\$40 / month	1x monthly rent
600 to 609	Conditional	\$50 / month	1x monthly rent
590 to 599	Conditional	\$60 / month	1.5x monthly rent
580 to 589	Conditional	\$70 / month	1.5x monthly rent
570 to 579	Conditional	\$80 / month	1.5x monthly rent
560 to 569	Conditional	\$90 / month	2x monthly rent
500 to 559	Conditional	\$100 / month	2x monthly rent
Below 500	Deny	n/a	n/a

Removing the credit contingency fee. If you make every rent payment on time for the full length of your lease, the credit contingency fee will be removed at renewal upon request. If any rent payment is late under the terms of your lease, the fee remains as a condition of renewal.

In addition to the score, all applicants must:

- Have no utility or trash service collections or delinquencies reported in the last 3 years
- Be able to establish utility service in their own name. Utilities cannot be set up in anyone else's name.

3. Rental and Residency History

- No eviction by a prior landlord for cause.
- Evictions in progress must be resolved before an application can finish processing.
- No money owed to any current or previous landlord or property manager, in any amount.
- Landlord names and contact information must be accurate. False landlord names or contact information is grounds for denial.

4. Income

Income ratio. Combined net (take-home) monthly income for all applicants must be at least:

What the rent includes	Required net income
Electric and gas Included	2.5x total monthly charges
All other homes (resident pays utilities)	3x total monthly charges

"Total monthly charges" means rent plus any recurring monthly fees, including pet fees and any credit contingency fee. For applicants with rental assistance, the ratio applies to the tenant-paid portion of rent.

Assets do not count toward qualifying income.

How to verify your income. The fastest way is to verify instantly through Plaid, which pulls your income directly from the source. We recommend it.

If you cannot or prefer not to use Plaid, we accept the following. **Please note that document-based verification takes longer to process than instant verification.**

- Pay stubs covering the last 2 months
- Award letters
- Social Security or disability letters
- Bank statements covering the last 2 months

Documentation must show your name, the dates or date range covered, and the name of the income source.

Documents must be submitted as the original PDF file issued by the source. We cannot accept screenshots, photographs of documents or screens, images of an account balance or banking app, or any other altered or re-captured version of a document.

Manager reserves the right to decline applications where income is incomplete or cannot be verified.

5. Criminal Background and Registries

We screen **convictions only**. **Arrests that did not result in a conviction are not considered.** Any charge not listed below is not considered.

Category	Limit
Registered sex offender	Not eligible
Registered on a violence against children registry	Not eligible
Sexual offense conviction	None, any time period
Bodily harm, felony conviction	None in last 7 years
Bodily harm, misdemeanor conviction	None in last 3 years
Property damage or destruction including arson, felony conviction	None in last 7 years
Property damage or destruction, misdemeanor conviction	None in last 3 years
Illegal manufacture or distribution of a controlled substance, felony conviction	None in last 7 years

If you believe there is context we should consider regarding an item on your record, you may submit that information in writing with your application and we will review it.

6. Foreclosure and Bankruptcy

- **Pending foreclosure, or foreclosure with debts owed:** Deny

- **Bankruptcy open, discharged, or dismissed within the last 3 years:** Deny
- **No bankruptcy, or discharged or dismissed more than 3 years ago:** Accept

Lease Guarantors

A guarantor may be considered **only** for applicants who are denied solely on the basis of income or lack of established credit history. Guarantors are not considered for applicants who fail rental history, credit, or criminal background criteria.

- Only one guarantor per home.
- A guarantor may be a relative or an employer. Friends may not serve as guarantors.
- The guarantor must submit a full application, pay the application fee, and provide all supporting documentation.
- The guarantor must have net monthly income of at least **4x** the monthly market rent.
- The guarantor must have a minimum TransUnion ResidentScore of **700**.
- The guarantor must meet all other screening criteria in this document.

Adverse Action

If you do not meet our screening criteria, Manager may take adverse action. This may include denial of the application, a requirement to pay a higher security deposit or credit contingency fee as shown in the credit decision table, or, where eligible under the Lease Guarantors section, a requirement to provide a qualified guarantor. If we take adverse action based in whole or in part on a consumer report, you will receive a written notice explaining your rights.

Other qualifying factors. Manager will also consider the length of the lease term, the cost of any changes you have requested to make the Rental acceptable to you (not including any fair housing accommodation requests), and the length of time the Rental will remain vacant before you occupy it.

Pet and Animal Policy

BTS Properties is proud to be a pet friendly company. We do not screen out pets on the basis of age, breed, or weight, as long as the pet is legal and no HOA or condominium board for the property prohibits it.

Assistance animals

Service animals and emotional support animals are not pets and are not evaluated under the pet criteria below. If you have an assistance animal, submit a reasonable accommodation request through the profile process below, or contact us directly at **309-431-2469** or management@btspeoria.com. Requests are reviewed individually in accordance with fair housing law.

All applicants must complete a profile

Every applicant must create a profile at <https://btspeoria.petscreening.com/>, including applicants with no pets.

- PetScreening charges a non-refundable fee of **\$25 to \$30 per pet**.
- Profiles for "no pets," service animals, and emotional support animals are **free**.

Pet fees

If you have a pet, you will pay a one-time **Pet Administrative Fee** at move-in: **\$250 for the first pet, \$100 for each additional pet**.

You will also pay monthly pet rent per pet, based on the "Paw Score" PetScreening assigns. The score reflects factors such as pet age, weight, and vaccination records.

Paw Score	Monthly pet rent
5 Paws	\$45 / month
4 Paws	\$55 / month
3 Paws	\$65 / month
2 Paws	\$75 / month
1 Paw	\$100 / month

Your Rights Under the Fair Credit Reporting Act

Part of our decision is based on information obtained from a consumer reporting agency. **The consumer reporting agency did not make the decision and cannot explain why the decision was made.**

You have the right to obtain a free copy of your report from the consumer reporting agency named below within 60 days of receiving this notice. You also have the right to dispute the completeness or accuracy of any information in that report.

A Summary of Your Rights Under the Fair Credit Reporting Act is available at:

https://files.consumerfinance.gov/f/documents/bcfc_consumer-rights-summary_2018-09.pdf

Consumer Reporting Agency:

TransUnion Consumer Solutions

P.O. Box 2000

Chester, PA 19016-2000

Toll free: 1-800-916-8800

Portable Tenant Screening Reports

BTS Properties accepts portable tenant screening reports ("PTSRs"), also called reusable tenant screening reports. If you provide a PTSR that meets the requirements in this section, we will not charge you an application fee or any fee to access your report.

What your report must include

- Your full name and contact information
- Your current and previous addresses
- Your credit report
- Your rental and eviction history
- Your criminal conviction history, including registry checks, covering every jurisdiction where you have lived

Requirements to accept your report

- It was prepared by a consumer reporting agency within the last 30 days.

- It was prepared at your request and expense.
- It is provided directly to us at no cost to BTS Properties.
- It complies with state and federal consumer reporting laws.
- You sign a statement confirming that nothing material has changed since the report was prepared, including your name, address, bankruptcy status, criminal history, or eviction history.

How to submit your report

Email your PTSR to management@btspeoria.com.

What you still need to do

A PTSR replaces the screening report portion of your application. You will still need to:

1. Complete our online application. No application fee is charged when a qualifying PTSR is provided.
2. Verify your identity with a valid, unexpired government-issued photo ID.
3. Verify your income as described in this document.
4. Complete a PetScreening profile. Profiles for "no pets," service animals, and emotional support animals are free. PetScreening charges its own fee for each pet.

Your application is reviewed using the same criteria as every other applicant, as described in this document.

Our own credit report

In addition to reviewing your PTSR, BTS Properties will run its own credit report as part of processing your application. There is no charge to you for this report.

If your report is incomplete

If your PTSR is missing any required information, is more than 30 days old, or cannot be verified, it does not qualify. You can still apply by completing our standard application and paying the application fee.