



## **SAMI Prospect Application Policy**

SAMI utilizes a consistent applicant screening process to evaluate prospective tenants for financial responsibility, rental suitability, and community safety. All applications are reviewed in compliance with applicable Federal, State, and local Fair Housing laws and regulations.

### **Application Requirements**

All prospective residents age eighteen (18) or older who will occupy the property must complete a rental application and authorize SAMI to conduct screening, which may include:

- Credit report review
- Criminal background screening
- Rental history verification
- Income and employment verification
- Identity verification
- Previous landlord references, when applicable

Submission of an application does not guarantee approval.

**During the applicant screening process, a prospective tenant may present SAMI with a valid reusable tenant screening report (as that term is defined in 765 ILCS 705/30). So long as the reusable tenant screening report: (A) was prepared within the previous 30 days by a consumer credit reporting agency at the request and expense of the prospective tenant; (B) is made directly available to SAMI for its use in the rental application process or is provided through a third-party website that regularly engages in the business of providing a reusable tenant screening report and complies with all State and federal laws pertaining to use and disclosure of information contained in a consumer report by a consumer credit reporting agency; (C) the report is available to SAMI at no cost to access or use; (D) the report includes all of the criteria consistently being used by SAMI in the screening of prospective tenants; and (E) the prospective tenant affirms in writing that there has not been a material change to the information in the reusable tenant screening report, then SAMI will not charge the prospective tenant a fee to access the report or an application screening fee.**

### **Minimum Qualification Standards**

#### **1. Credit Requirements**

Applicants are generally expected to maintain a minimum credit score of 600.

Applications with credit scores below 600 may be denied or may require additional review, depending upon the overall application profile.



Credit history will also be reviewed for adverse or derogatory items including, but not limited to:

- Outstanding landlord collections or unpaid rental debt
- Recent bankruptcies impacting financial stability
- Open judgments related to housing obligations
- Excessive collections, charge-offs, or delinquencies
- Utility collections
- Patterns of non-payment or financial instability

Presence of significant derogatory credit history may result in denial even when minimum score requirements are met.

## **2. Criminal Background Review**

Criminal history screenings are conducted to promote resident safety and property protection.

Applications may be denied based upon criminal history that indicates a potential risk to persons, property, or community welfare. SAMI will evaluate criminal records on an individualized basis considering factors including:

- Nature and severity of the offense
- Time elapsed since occurrence
- Evidence of rehabilitation
- Relevance to resident safety and property operations

Automatic denials may occur for serious offenses involving violence, property damage, fraud, drug trafficking, sexual offenses, or other conduct presenting significant risk.

Arrests alone that did not result in conviction will not automatically result in denial.

## **3. Income Requirements**

Applicants must demonstrate sufficient verifiable income to support rent obligations. Income standards may vary by property but generally require income sufficient to maintain housing affordability.



Acceptable verification may include:

- Pay stubs
- Employment verification
- Tax returns
- Bank statements
- Other approved documentation

#### **4. Rental History**

Applicants should demonstrate satisfactory rental history including:

- No prior evictions or judgments related to housing (subject to applicable law)
- No significant lease violations
- No outstanding balances owed to prior landlords
- Positive landlord references when obtainable

#### **Individualized Review**

SAMI reserves the right to review applications on a case-by-case basis considering the totality of the applicant's qualifications. Meeting minimum criteria does not guarantee approval, and failure to meet one criterion does not automatically result in denial where compensating factors exist.

#### **Co-Signer / Guarantor Requirement**

Applicants who do not fully meet SAMI's minimum qualification standards, including but not limited to credit score requirements, income requirements, limited credit history, insufficient rental history, or other screening criteria, may be required to obtain an approved co-signer/guarantor as a condition of approval.

Any required co-signer/guarantor must complete an application, submit to screening, and meet SAMI's qualification standards, including creditworthiness and income requirements. Approval of a co-signer/guarantor remains at SAMI's sole discretion.

#### **Fair Housing Compliance**

SAMI does not discriminate on the basis of race, color, religion, sex, disability, familial status, national origin, or any other protected class under applicable Federal, State, or local law.



**Adverse Action Notices**

If an application is denied based in whole or in part upon information obtained from a consumer report or screening report, SAMI will provide any notices required by the Fair Credit Reporting Act (FCRA) and applicable laws.