

APPLICATION SCREENING DISCLOSURE

Thank you for considering one of our apartment homes at Mountain Boulevard Apartments. Please read the information below to learn about our application screening process and what you can expect. If you have any questions, don't hesitate to contact us at 417-581-7500.

Application Screening Fee

\$50 for each applicant age 18 and older.

- The screening fee covers the cost of obtaining information needed to process your rental application.
 - The screening fee must be paid by check, money order, or online. Please note: returned checks cost us a \$25 NSF fee from our bank.
 - This application fee is non-refundable even if your application is denied.
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Application Process

- We offer application forms to everyone who inquires about a rental.
 - Applications are reviewed in the order they are received.
 - We may require up to 5 business days to verify information, but most applications are processed within 2–3 days.
 - Falsified, inaccurate, or misleading information will result in denial.
 - Applicants who fail to submit a government-issued photo ID will be denied.
 - If we are unable to verify information provided on the application, the application may be denied.
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Screening Guidelines

Complete Application

- Incomplete applications will not be reviewed.
- We accept the first qualified applicant(s).

Identification

- Applicants must submit valid identification that includes a photograph.

- **Government-issued ID (such as a driver's license) is preferred.**

Prior Rental History

- **Two years of verifiable rental history (if applicable) is required from unbiased, unrelated sources.**
- **Applicants must provide accurate information for contacting past landlords.**
- **We reserve the right to deny any application if, after a good-faith effort, we are unable to verify rental history.**

Sufficient Income / Resources

- **Net household income must be at least three times the rent (excluding utilities).**
- **Income/resources must be verifiable through pay stubs, employer contact, tax records, and/or bank statements.**

Credit / Criminal / Public Records Check

- **Negative reports may result in denial.**
- **Any individual who is a current illegal substance abuser, or who has been convicted of the illegal manufacture or distribution of a controlled substance, or any felony, may be denied tenancy.**

Screening Process

- **We determine, based on the application, whether the applicant meets our guidelines.**
- **We verify income and resources.**
- **We contact current and previous landlords.**
- **We obtain a credit report, criminal records report, and public records report.**

Submitting Your Application

Fees

Any APPLICATION FEE or HOLDING FEE paid to Mountain Boulevard Apartments is non-refundable.