HEARTLAND
PROPERTY MANAGEMENT

Rental Application Criteria

General applicant information and resident-screening guidelines
Serving communities in Nebraska, Wyoming, and Colorado

Important: These general guidelines are not property-specific. Individual communities, affordable-housing programs, and applicable federal, state, or local laws may require different or additional standards. Any governing law or program requirement controls.

1. Applications and identification

- Each prospective leaseholder and adult household member must provide the application information required for the relevant property or housing program. Requirements for minors, emancipated individuals, and legal capacity are determined under applicable law.
- Applicants must provide accurate, complete information and acceptable identification. Alternative lawful identification or documentation will be considered when permitted or required.
- Application or screening fees, if charged, will be disclosed in advance and handled in accordance with applicable law. Payment of a fee does not guarantee approval or availability.
- Material misrepresentations, intentionally omitted information, or inability to verify important information may result in denial after appropriate review.

2. Income, employment, and financial resources

- Applicants must demonstrate an ability to meet the applicable rent obligation using reliable, reasonably verifiable documentation. Any income standard will be disclosed for the specific property and applied consistently, subject to applicable law.
- Acceptable resources may include wages, self-employment income, retirement benefits, Social Security, disability benefits, child support, public assistance, housing subsidies, savings, or other lawful and verifiable income.
- When a housing voucher or other subsidy is involved, financial qualification will be evaluated using the applicant share of rent when required by applicable law or program rules.
- Alternative documentation, verified assets, or a qualified guarantor may be considered where lawful, appropriate, and permitted by the property or housing program.

3. Rental and housing history

- Prior landlord references, payment history, lease compliance, property-related debts, or other relevant housing history may be reviewed using accurate and available information.
- Any negative information will be evaluated for its reliability, circumstances, relevance, recency, and available explanation. A filing alone, a dismissed case, a sealed record, or inaccurate information will not automatically establish that an applicant is unsuitable.
- Circumstances involving disability, reasonable accommodation, domestic violence, dating violence, sexual assault, stalking, or other legally protected situations will be evaluated as required by applicable law and housing-program rules.

4. Credit history

- Consumer reports, credit history, outstanding obligations, rental-related balances, judgments, or other relevant financial information may be considered when permitted by law.
- Limited credit history does not automatically result in denial. Relevant circumstances, corrected information, alternative documentation, or a guarantor may be considered where appropriate and permitted.
- Any screening standard, deposit, or other condition will be applied consistently and in accordance with applicable consumer-reporting, housing, and deposit laws.

5. Criminal-history review

- Criminal-history information will be considered only when lawfully obtained and relevant to a legitimate, substantial, nondiscriminatory interest in resident safety or protection of property.
- An arrest without a conviction, an unproven allegation, or a pending charge alone will not be treated as proof of criminal conduct. Sealed, expunged, or otherwise legally restricted information will not be considered where prohibited.
- When a conviction may be considered, management will assess factors such as the nature and seriousness of the conduct, the time elapsed, relevance to tenancy, evidence of rehabilitation, and any information provided by the applicant.
- Mandatory eligibility restrictions for federally assisted or other regulated housing will be applied only when required by the specific governing program.

6. Guarantors, co-signers, and additional conditions

- A qualified guarantor or co-signer may be accepted when permitted by the property, applicable law, and any governing housing program. Qualification standards will be disclosed and applied consistently.
- A guarantor must provide reasonably requested verification and sign the required agreement in an acceptable lawful manner. A guarantor does not override a mandatory legal or housing-program eligibility requirement.
- Any additional deposit, guarantor requirement, or other unfavorable condition based on a consumer report will be handled in accordance with applicable adverse-action notice requirements.

7. Equal housing and reasonable accommodation

Heartland Property Management supports equal housing opportunity and applies screening standards consistently.

- We do not unlawfully discriminate based on race, color, religion, national origin, sex, familial status, disability, or any additional characteristic protected by applicable federal, state, or local law.
- Lawful sources of income and housing assistance will be considered in accordance with applicable law and program requirements.
- Applicants with disabilities may request reasonable accommodations or modifications. Requests for assistance animals will be assessed under applicable law; assistance animals are not treated as ordinary pets when a reasonable accommodation is required.
- Contact our office if you need help accessing an application, submitting documentation, or requesting an accommodation.

8. Consumer reports and applicant rights

- When a consumer-reporting agency supplies information used to deny an application or impose another adverse condition, the applicant will receive the applicable adverse-action notice.
- That notice will identify the reporting agency and explain that the agency did not make the housing decision, together with the right to dispute inaccurate information and request a free report from the agency within 60 days.
- Applicants may provide clarification or corrected documentation for disputed information. Any reconsideration will follow applicable law, established procedures, and housing-program requirements.

9. Processing, privacy, and property-specific requirements

- Applications are processed using consistent procedures based on completion, verification, availability, and any applicable waiting-list or affordable-housing program rules.
- Unit availability, occupancy limits, lease terms, deposits, rent, and property-specific requirements may vary. Approval for one community does not guarantee approval or availability at another.
- Personal information is used for legitimate application and housing-related purposes and handled in accordance with applicable privacy and recordkeeping requirements. Do not email Social Security numbers, bank-account information, or other highly sensitive documents without an approved secure method.

10. Applicant acknowledgment

By submitting an application, the applicant acknowledges an opportunity to review the applicable rental criteria and understands that eligibility may depend on identity verification, income or resources, housing history, credit information, relevant criminal history where lawful, and property-specific or program-specific requirements.

Applicant name: ________________________________ Date: _________________

Signature: _____________________________________ Property: ______________

Questions or accommodation requests?
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General policy document. Property-specific criteria and governing legal or program requirements control. Review periodically with qualified housing counsel before implementation.