

## Rejection of Rental Application

Date \_\_\_\_\_

Name of applicant(s) \_\_\_\_\_

Unit(s) applied for \_\_\_\_\_

Dear \_\_\_\_\_,

We have reviewed the application for housing that you submitted. We are unable to accept your application for the following reasons: *(Check all that apply.)*

- Your application is incomplete. Your application will be reconsidered if you provide the following missing information: \_\_\_\_\_.
- You do not meet our minimum monthly income requirements.
- We will reconsider your application if you can provide the following information: \_\_\_\_\_.
- This decision is based on information contained in a credit report from \_\_\_\_\_ (name and address of credit bureau). You have the right to contact the credit bureau within 60 days and work with them to correct any inaccurate information contained in your credit report. You may re-apply for housing when your credit record is corrected or improved.
- Landlord reference.
- Your rental history does not meet our screening criteria due to the following: \_\_\_\_\_.
- You have been evicted from a rental unit within the past two years.
- Your income does not meet our screening criteria as follows: \_\_\_\_\_.

Enclosed is a refund of your earnest money in the amount of \$ \_\_\_\_\_ and an itemized list of deductions is enclosed (if applicable).

**If you can obtain a qualified co-signer to sign your rental agreement, we may reconsider your application. All co-signers must fill out our application form and be approved before they can co-sign the rental agreement. Please call or visit our office for a co-signer application.**

Sincerely,

Landlord/agent \_\_\_\_\_ E-mail \_\_\_\_\_

Print name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_