



Tenant Screening Criteria

Landlord Information:

Big Sky Community Housing Trust provides tenant screening services for property owners in its RENT LOCAL program.

The acting landlord for properties in the RENT LOCAL program is the property owner. Big Sky Community Housing Trust provides property owners with qualified candidates to choose from after completing the tenant screening process. Property owners then select the tenant from the screened options provided by Big Sky Community Housing Trust.

Rental History Criteria:

BSCHT requires that tenants have 0 evictions on record. If overall rental history is less than 12 months, the result is either (a) a higher security deposit OR (b) a cosigner will be required on the lease agreement.

BSCHT considers the following items to be deniable factors:

- More than 1 late rent payments in a 12-month period.
- More than 1 noise complaint in a 12-month period.
- Broken lease agreements with previous landlords.
- Inaccuracy or falsification of any part of the rental application.

Income Requirement Criteria:

BSCHT requires that tenants do not spend more than 35% of their gross monthly incomes on rent.

If the applicant does not meet this rent to income criteria, the result is a cosigner will be required on the lease agreement.

BSCHT considers the following items to be deniable factors:

- Lack of proof of income.
- Negative landlord references.
- Falsification of income.
- Cannot meet income requirements.
- Final recommendation will also be dependent on income, rental history, and employment history.

Employment Criteria:

At least one tenant in the household must work at least 30 hours per week for an employer based in the Big Sky Resort Area District. Permanent residents will be prioritized over seasonal employees.

At least one tenant in the household must already reside in Gallatin or Madison County.

Required Documentation: Each adult applicant in the household must submit the following documentation along with their applications:

- Copy of driver license or other government issued photo ID.
- Copy of W2 and/or recent paystub (past month).



BSCHT requires six months of employment with current employer or in a similar line of work. If the tenant cannot meet this standard, the following stipulations will apply.

- An increase to the security deposit or a cosigner on the lease.

Possible exceptions to the employment criteria include the following:

- Retired or self-employed applicants will require most recent tax returns or three months of bank statements to verify income.
- Military personnel will be required to provide L.E.S. for proof of employment.
- Final recommendation will also be dependent on income, rental history, and employment history.
- Employer references provided for previous work history.

Credit History Criteria:

Credit Check: final applicants will pay a \$20 fee for BSCHT to run a credit check. Various factors from the reports are used as screening criteria including the following:

- This property requires a 620 or above credit score. However, a credit score between 560 and 619 is acceptable if it is accompanied by 24 months of on-time rental payments and a satisfactory reference from the prior landlord.
- A bankruptcy discharge will result in an increased deposit or cosigner requirement.
- A paid rental collection and/or judgment will result in an increased deposit or cosigner requirement.
- Final recommendation will also be dependent on income, a co-signer will be required on the lease agreement.

Deniable factors include:

- Unpaid rental collection or judgment(s), Unverifiable Social Security Number, Open Bankruptcy, late payments on lines of credit.

Public Records Criteria:

An eviction and criminal records search will be conducted as part of the screening process.

Deniable factors include:

Murder (1st and 2nd degree), Kidnapping (All counts), Manslaughter (1st degree), Theft (1st & 2nd degree), Assault (1st, 2nd, & 3rd degree), Forgery, Burglary (1st, 2nd degree), Vehicle prowling (1st degree), Robbery (1st & 2nd degree), Malicious mischief (1st degree), Sexual related offenses (all counts), Arson (1st and 2nd degree), Reckless burning (1st degree), Manufacturing with or without intent to deliver (all counts), previous evictions in any state.

Cosigner Criteria:

This property requires that the cosigner does not spend more than 35% of their gross monthly incomes on the rent. The cosigner should not have any of the following:

- Judgments, Recently Filed Bankruptcies, Evictions