WISHTAN HOME SERVICES

Application Requirements

RESIDENT SCREENING CRITERIA · EFFECTIVE OCTOBER 2026

Wishtan HomeServices screens every applicant against the same published standards. This document explains what you must submit, how applications are scored, and what you will pay at lease signing. Read it before you apply.

Equal Housing Opportunity. Wishtan HomeServices LLC complies with all federal, state, and local Fair Housing laws and does not discriminate on the basis of any protected class.

IMPORTANT INFORMATION

Application Fee	$49 per adult applicant, non-refundable. A paper application is available on request, but paper applications take longer to screen.
Occupancy Limits	Maximum of 2 people per bedroom. A den may house 1 additional person. Children over 24 months of age count toward the limit.
Joint Liability	All tenants are jointly and severally responsible for the full lease — rent, damages, and fees.
Application Validity	A completed application stays valid for 90 days and may be applied to other Wishtan properties.
Rent	Due on the 1st of each month and must be received in full by the 5th. After the 5th a late fee of 10% of the unpaid balance is charged, without exception.

REQUIRED DOCUMENTATION

All applicants must submit current, verifiable documentation of identity, SSN or ITIN, housing history, previous landlord contact information, and income. By applying, you authorize Wishtan to obtain a full TransUnion Resident Credit Report and background check, and to contact your landlords and employers to verify what you submitted.

A credit report you supply yourself is accepted only if it is dated within 30 days of your application and uses the TransUnion Resident Score. A job transfer must be documented with a letter from your employer.

REQUIREMENT	ACCEPTED DOCUMENTATION
Identification	Valid government-issued photo ID: driver's license, state ID, passport, U.S. Employment Authorization Card, or Permanent Resident Card. An ID not in English requires a certified translation.
SSN or ITIN	Official Social Security card or Taxpayer ID number.
Income — employed	Last 3 months of pay stubs, or bank sync verification.
Income — self-employed	Last 2 years of full tax returns (1040 with Schedule C).
VA benefits / military	Benefits letter dated within 30 days, or your latest Leave and Earnings Statement (LES).
Social Security / SSDI	Award or benefit verification letter.

REQUIREMENT	ACCEPTED DOCUMENTATION
Housing assistance	Current voucher or subsidy documentation.
Child support / alimony	Court order, or 6 months of payment statements.
Student aid / loans	Award letter and disbursement proof showing funds are not applied to tuition or school fees.
Assets (no income)	Proof of liquid assets, with the full lease paid at lease signing.

Incomplete or unverifiable documentation may result in denial.

HOW APPLICATIONS ARE EVALUATED

Applications are not processed first-come, first-served. We evaluate every complete application against the scoring criteria below and award points in each category. The highest-scoring application is given priority. If two applications tie, the one completed first is given priority.

Approved	Meets every minimum requirement and carries no contingencies.
Conditionally approved	Meets the minimum requirements but carries one or more contingencies. Where a contingency requires a guarantor, a guarantor must be provided. Where a contingency allows either, you may choose a guarantor or pay the total of all applicable risk mitigation fees.
Denied	Does not meet the minimum requirements. You will receive a formal denial letter and a notice of your rights under the Fair Credit Reporting Act, along with the credit or criminal report where the denial relates to one of those factors.

AUTOMATIC DENIALS

An application is denied if any of the following is true:

- A conviction or pending charge for a crime against people or property within the last 7 years.
- A requirement to register as a sex offender.
- An eviction within the last 7 years.
- A bankruptcy filed within the last 2 years.
- Three or more non-medical collection accounts, or any collection account for past rent or utilities.
- False or misleading information provided anywhere in the application process.
- An unfavorable reference from a previous landlord. We ask each prior landlord whether they would rent to you again, whether you gave proper notice, whether you left owing money, whether you had more than two late or returned payments in the last 12 months, and whether the home was left in poor condition.

Applying together

When several applicants apply as one household, they are screened jointly: combined income, average credit, total collections, and employment history are considered together. Every applicant must individually meet the standards for criminal history, eviction, sex offender registration, bankruptcy, and prior landlord references.

SCORING CRITERIA

Each category is scored independently. Contingencies accumulate: if more than one category requires a risk mitigation fee, those amounts are added together.

CRITERIA	POINTS	CONTINGENCY
RENT-TO-INCOME RATIO		
3x monthly rent or more	10 / 10	None
2.5x to 3x monthly rent	5 / 10	Guarantor or $500 risk mitigation fee
Less than 2.5x monthly rent	0 / 10	Guarantor required
EMPLOYMENT HISTORY		
Employed 6 months or more	10 / 10	None
Self-employed, 2+ years of tax returns	10 / 10	None
Other reliable income (SSDI, VA, etc.)	10 / 10	None
Employed 2 to 6 months	0 / 10	Guarantor or $500 risk mitigation fee
Self-employed, under 2 years of returns	0 / 10	Guarantor required
Unemployed, or employed under 2 months	0 / 10	Guarantor required
TRANSUNION RESIDENT CREDIT SCORE		
650 and above	10 / 10	None
600 to 649	5 / 10	Guarantor or $250 risk mitigation fee
550 to 599	0 / 10	Guarantor or $500 risk mitigation fee
Below 550	0 / 10	Guarantor or $750 risk mitigation fee
BANKRUPTCY		
No bankruptcy	10 / 10	None
Filed 4 or more years ago	5 / 10	None
Filed 2 to 4 years ago	0 / 10	Guarantor or $1,000 risk mitigation fee
Filed less than 2 years ago	—	Denied
COLLECTIONS		
No non-medical collections	10 / 10	None
1 to 2 non-medical collections	5 / 10	$500 risk mitigation fee
3 or more non-medical collections	—	Denied
Any collection from a landlord	—	Denied
Any collection from a utility company	—	Denied

Medical collections are excluded from scoring.

RISK MITIGATION FEE

The risk mitigation fee is a one-time, non-refundable fee that offsets the additional risk of an applicant who falls short in one or more scoring categories. It is set when your application is approved, itemized for you in writing, and due at lease signing alongside your security deposit and lease preparation fee. It is retained by the landlord and is not a deposit — it is not refunded and does not apply toward rent, damages, or any balance you owe.

WHERE THE FEE COMES FROM	RANGE	EXAMPLE
Credit score 600 to 649	$250	—
Credit score 550 to 599	$500	$500
Credit score below 550	$750	—
1 to 2 non-medical collections	$500	$500
Employment under 6 months	$500	—
Rent-to-income under 3x	$500	—
Bankruptcy filed 2 to 4 years ago	$1,000	—
Total for this example		$1,000

The example column is illustrative only. Your actual fee is itemized for you before lease signing. Where a contingency allows a guarantor instead, you may provide a qualified guarantor rather than pay the fee.

GUARANTOR REQUIREMENTS

A guarantor vouches for a higher-risk leaseholder and is held to a stricter standard than the applicant. Every guarantor must:

- Meet all minimum requirements with no contingencies of their own.
- Show gross income equal to 5x the monthly rent.
- Reside in the United States.
- Sign a binding guarantor addendum.

A guarantor remains financially responsible for the entire lease term regardless of any change in the tenant's situation, and cannot also be a co-applicant or co-tenant on the lease.

MOVE-IN FUNDS

Your lease is not finalized and the property is not reserved until the lease is signed and your move-in funds are received. Until both are complete we continue evaluating other applicants and the property stays listed as available.

WHEN IT IS DUE	WHAT IS DUE
Within 48 hours of lease signing	Security deposit (or first month's rent if you use the Security Deposit Waiver), the lease preparation fee, and any risk mitigation fee.
Before the lease start date	First month's rent (traditional deposit only), parking permit where required, Resident Benefit Package, renter's insurance, and any animal fees.

If you sign and then do not move in

If you sign the lease and fail to take possession, Wishtan may retain the sums you paid, up to one month's rent, as liquidated damages for lost rent and re-marketing. Non-refundable fees — the lease preparation fee and any risk mitigation fee — are retained in addition to that amount.

SECURITY DEPOSIT WAIVER

Applicants who score the maximum in every category and carry no contingencies may be offered the optional Security Deposit Waiver. Instead of paying a refundable security deposit, you pay a non-refundable monthly fee equal to 5% of your rent — $50 per month on $1,000 rent.

What it does not change	You remain fully responsible for damages and unpaid rent at the end of your lease, payable out of pocket.
Refundability	The monthly fee is non-refundable and does not apply toward future rent or a security deposit.
Renewals	The waiver carries through lease renewals and month-to-month tenancies. No new election is needed.
Switching	You may switch to a traditional security deposit at any time by signing a cancellation addendum and paying the full deposit. Once you are on a traditional deposit you cannot switch to the waiver.

PET AND ANIMAL SCREENING

Every applicant completes a pet application at wishtan.petscreening.com, including applicants with no animal — there is no fee without a pet, or for an assistance animal. Applicants with a pet pay PetScreening directly. Applying with roommates, only one of you completes the pet portion and the rest submit a no-pet application. An unauthorized animal is a lease violation and carries fines; full requirements are at wishtan.com/petpolicy.

One-time pet fee	$200 for the first pet, $100 for each additional pet.
Monthly pet fee	$25 to $70 per pet, set by the PetScreening FIDO score.
Pet standards	Dogs 1 year or older, other pets 3 months or older, all spayed or neutered. Breed and bite-history restrictions apply.
Assistance animals	Service animals and approved emotional support animals pay no pet fees and are not subject to breed restrictions. They are reviewed as a reasonable accommodation request rather than as a pet.

RENTER'S INSURANCE

Every tenant must carry renter's insurance for the full lease term with at least:

- $100,000 in property damage liability coverage.
- $25,000 in animal liability coverage, if any animal is kept at the property.
- Wishtan HomeServices LLC named as Additional Interest.

You are enrolled automatically

You are enrolled in Wishtan's master policy at the monthly amount shown on your Fee & Utility Disclosure. You may opt out and remove that charge at any time by providing proof of qualifying coverage under the Renter's Insurance Addendum. Wishtan may adjust the monthly amount on 30 days' written notice.

FEES AND REQUIRED SERVICES

FEE	AMOUNT	DETAIL
Application fee	$49	One-time, per adult applicant. Non-refundable.
Lease preparation fee	See disclosure	One-time at initial lease signing. Covers lease preparation, e-signature, payment setup, and lockbox move-in coordination. Not charged at renewal.
Risk mitigation fee	$250 – $1,000	One-time at lease signing, only if required by your screening result. Charges from more than one category are added together.
Parking permit	$20	One-time, per vehicle. Multi-unit properties with shared parking only.
Resident Benefit Package	$15 / month	Per tenant, per month. Required on all leases.
Renter's insurance	See disclosure	Charged monthly only if you do not provide your own qualifying coverage.
Security Deposit Waiver	5% of rent	Optional, monthly, for qualifying applicants in place of a security deposit.

Amounts shown as "see disclosure" are set per property and per lease. Every amount that applies to you is itemized on the Fee & Utility Disclosure, the first page of your lease, and that page is the controlling schedule for your tenancy — review it before you sign.

What the Resident Benefit Package includes

Lockbox move-in	Move in directly to your home without a trip to the office.
Filter delivery	Furnace filters delivered every three months to meet your lease requirement.
Vetted vendor network	Only insured, licensed, professional vendors enter your home.
Utility concierge	Guided setup and transfer of your utility accounts.
Credit reporting	Your rent payment history reported to the credit bureaus.
Identity theft protection	Dark web monitoring, real-time alerts, full-service restoration, $1M expense reimbursement with no deductible, and 24/7 U.S.-based support.

The resident portal — maintenance requests, messaging our team, ACH rent payments, and electronic statements — is provided free of charge and is not part of the Resident Benefit Package fee.

Questions about your application?

Wishtan HomeServices LLC · (217) 592-9400 · support@wishtan.com

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