

Midway Red Application and Leasing Policy

1161 Hubbard Ave., Saint Paul, MN 55104

Thank you for your interest in Midway Red. If you have questions, please feel free to contact us at midwayred@gmail.com.

Guidelines in this document apply to humans living at Midway Red. The [Pet Policy](#) describes how we screen animal roommates.

General considerations

The following table describes the guidelines apply to everyone who applies to live at Midway Red.

Rental terms	Applicants must be able to meet our basic terms, which include the rent and security deposit, the tenancy start date, and the maximum number of renters allowed . The Bottom Line provides details about the rent and security deposit.
Residential use	This rental cannot be used as a business location or for tourist rentals such as AirBnB.
Fair housing	We will fully comply with the federal fair housing laws and will not discriminate on the basis of race, color, national origin, familial status (including age), disability, or sex. We will also follow any state and local laws that forbid additional types of discrimination.
Occupancy	We determine the maximum number of renters who may live in the apartment based on the limits allowed by the City of Saint Paul. <ul style="list-style-type: none">• A family of six or four unrelated adults in the lower apartment (three bedroom)• Two people in the upper apartment (one bedroom) Renters can have guests. Guests can stay no more than ten consecutive days within a one month period.
Changing and adding roommates	We use the same process to qualify new roommates as we do to qualify renters who first signed the lease.

Application process

The application process involves the following steps:

1. Contact us through midwayred@gmail.com or through Zillow, Trulia, Craigslist or other websites where we list the property.
2. Talk to us on the phone for five or ten minutes. During the call, we'll ask and answer questions and set a time for your tour.

3. Tour the apartment and decide whether you're ready to apply. We won't look at applications prior to your seeing Midway Red.
4. Complete the application. The application is described in the following section.
5. If you qualify, congratulations! Acceptance means you have the opportunity to [sign a rental contract](#) and live at Midway Red.

Application

Each adult who wants to live in Midway Red must complete an application, which includes an online screening and a verification of your rental history.

We review applications in the order in which we receive them. We begin the review process after you complete the SmartMove application and provide the other material we request.

We evaluate your application as soon as we can. Usually, the application process takes a few days.

Each applicant is screened individually and renters who apply together are evaluated as a group. In other words, an applicant who fails to qualify may disqualify the other applicants who plan to be his or her roommate.

Online screening

Following the tour, we set up an online screening for you through [TransUnion SmartMove](#). Your application is considered a soft credit query and won't affect your credit score. We do not use a paper application, take application fees, or ask for information about your credit card accounts or loans.

SmartMove checks applicants' credit and criminal backgrounds; searches for evictions; and verifies their reported income.

If you have placed a "freeze" on your TransUnion credit file, it is your responsibility to lift the freeze before applying. Before applying, **we** strongly encourage you to access your credit report (you may get a free report once a year) and check for and correct any inaccuracies.

- SmartMove requires a **Social Security Number** to process an application.
- SmartMove charges **\$42** to process the application. You will need to pay the application fee with a credit or debit card.
- Your application must include all the adults who will live in the apartment. All applicants must complete their applications for the application to be complete.

Rental history

In addition to the online screening, we ask for references from your current and prior landlords.

- We ask you for rental history information at the same time as we set up the online

screening.

- We waive the landlord screening if the applicant is living away from home for the first time or has lived in university housing only.
- We wait to check your history until SmartMove shows you qualify. If multiple renters apply together, all applicants must qualify before we check landlord references.

We rent to applicants who have a recent history of being good tenants, which includes paying rent on time, being considerate of rental property and neighbors, and leaving rental property in good shape when vacating.

Results

Information submitted to SmartMove is used to check your credit worthiness and criminal background and assess whether you have the income to qualify for the rental.

SmartMove provides an index of credit worthiness called a **ResidentScore**. This index is based on the following factors:

- Positive and negative payment history for lines of credit.
- Usage of credit – the amount of credit being used by the individual.
- Credit history – the types of accounts and length of credit history.
- Credit availability – the available credit limits.
- Inquiry history – the information related to the individual seeking new credit.

Based on the ResidentScore, SmartMove recommends whether to accept or decline the applicant.

The SmartMove report also includes **Income Insights**, a verification of whether an applicant's reported income matches his or her financial behavior. Based on the Income Insights, SmartMove may recommend further verification of reported income.

Issues

We work with applicants who have issues with their credit, criminal and rental histories.

Issue	Options
SmartMove recommends declining one of the applicants.	Do the qualified applicants have enough income to qualify without the income from the applicant who was declined? Do the qualified applicants want to add a different renter to the application?
The applicants' combined reported income does not meet the qualification level. <i>The Bottom Line</i> provides details about qualifying income.	Do any of the applicants expect to use a scholarship or educational grant to pay rent? This income may be substantiated by award letters. Does a third party, such as a church or non-profit organization, guarantee payment of rent for any of the applicants? If so, this income can be substantiated by a

Issue	Options
	<p>guarantee letter from the third party.</p> <p>Does one of the occupants receive monthly SSI benefits? This income may be substantiated with a verification letter.</p> <p>Do any of the applicants have a qualified co-signer who lives in Minnesota? If so, you can add a co-signer to the application.</p>
<p>SmartMove recommends verification of one or more of the applicants' reported incomes.</p>	<p>Income verification may be provided by supplying pay stubs, quarterly or annual tax statements, bank statements, or offer letters.</p> <p>We consider only documented income. We cannot use cash income to qualify your application.</p>
<p>An applicant was evicted or declared bankruptcy within the last 3 years.</p>	<p>We ignore evictions and bankruptcies that occurred more than three years ago.</p>
<p>SmartMove's criminal background check shows a conviction.</p>	<p>We will strive to rent to applicants who demonstrate a history of honest, nonviolent behavior, and will not, to the best of our ability, rent to anyone whom we reasonably conclude poses a current, direct threat to persons or property.</p> <p>We comply with the screening guidelines in Sec. 193.04. of Saint Paul's tenant protection law.</p>
<p>A current or former landlord indicates the applicant has an unsatisfactory rental history.</p>	<p>We look at how long ago the issues occurred and evaluate their seriousness.</p>

Lease signing

We accept applicants in the order in which they qualify. In other words, we offer the opportunity to lease here to the first qualified applicants. If those applicants don't take the offer, it's extended to the next applicants who qualify.

A signed lease is a mutual "hell or high water" promise. You promise to pay rent after the start date of the lease, and we promise to have the apartment ready on the start date.

The following guidelines apply to signing our leases.

- The first month's rent and security deposit are due at lease signing.
- We offer leases only to people who will live at Midway Red. Sometime, an applicant wants to sign even though they have no definite plans to live here. In this case, we need to hit pause and check whether the remaining roommates still

qualify.

- We offer leases only to qualified applicants. Sometimes, a qualified group of applicants want to add a roommate who has not yet qualified. In this case, it's better for the original applicants to sign the lease and add the roommate later, if he or she qualifies.

The way we'll handle your successful application largely depends on whether the apartment is ready or not.

Scenario	Leasing procedure...
The apartment is occupied.	You will be placed on a waiting list, based on the order in which you qualify. When the apartment is vacant, we offer the lease to applicants in list order.
The apartment is vacant, but is not move-in ready.	You have 72 hours (three days) to sign the lease after we extend the offer. Normally, applicants on a waiting list will lease the apartment before it's move-in ready. The lease can specify the repairs that will be done before you move in.
The apartment is vacant and is move-in ready.	You have 72 hours to sign the lease after we extend the offer.
The apartment is vacant and ready. You're still looking at other rentals or lack the money needed at lease signing.	For \$200, we offer a <i>binder</i> giving you the exclusive right to sign a lease for seven days. <ul style="list-style-type: none">• If you sign the lease, the \$200 applies to the first month's rent.• If you miss the deadline, we keep the \$200. You have 24 hours to pay the \$200 and sign the binder. The seven-day period begins when the lease is first offered.