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## Financial and Rental History Screening Policy

The Clarkfield Economic Development Authority shall require a rental screening process for all tenants that apply for housing within Clarkfield EDA rentals.

- Screening Fee. The screening fee shall be set at \$35.00 and paid upon completion of the EDA Rental Application.
- Rental Screening Company. The screening company for the Clarkfield EDA shall be set by the Clarkfield EDA and communicate through the Clarkfield Administration Offices all applications, screenings, and other required documents for screening services.
- Income Policy. The Clarkfield EDA requires an annual income of \$23,000 which reflects no more than 30% is being spent on apartment rental. This does not exclude lower income meshed with housing assistance; it just merely sets a desired income that provides the Clarkfield EDA with a comparison point.
- Approval or Denial of Rental. The Clarkfield EDA shall have in place a set of standards for which rental applications will be approved or denied. Multiple transgressions found under one standard or a combination of infractions found under multiple standards may result in denial of a rental application.
  - Income. Verifiable income and/or housing assistance must be sufficient to meet our income policy.
  - Credit History. Derogatory information such as late payments, unpaid bills, and bankruptcies must not be reflected.
  - Rental History. References from current and/or previous landlords shall be in good standings with no reflection of court mandated evictions.
  - Criminal History. Clear history of any serious and/or repeated criminal history or history of endangering others and/or damaging property.

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Applicant Signature

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Date