



**RENTAL CRITERIA**

**QUALIFICATIONS:** A rental application is to be completed by all persons age 18 years or older. All applicants must be lease-holding residents. A non-refundable application fee will be required for each application. **An applicant can be denied for incomplete or false information as well as failing to meet any or all of the following standards:**

**[1] Income:** Gross monthly income must meet or exceed three times the market rent. Paystubs and/or bank statements must be provided to document and verify income. Unemployment payments, temporary employment and allowances from parents are not considered approved sources of income.

**[2] Rental History:** Present and previous residence must include at least twelve (12) months of rental history, a prompt payment record and sufficient notice given. Evictions from the prior three (3) years will not be accepted. Applicants with no previous rental history may be required to pay an additional deposit.

**[3] Employment:** Must be currently employed and/or provide additional sources of verifiable income that meets income requirements. Applicants who are self-employed must provide a tax return transcript from the IRS of the previous year’s tax return and copies of their bank statements for the past three (3) months. Applicants with no current employment may be approved if substantial assets can be verified through bank statements.

**[4] Credit:** Credit history will be reviewed and must show satisfactory information. Applicants with no reported credit history or who do not have satisfactory credit history may be required to pay an additional deposit or a non-refundable credit fee. Only one (1) outstanding housing debt will be considered if it is: [A] less than \$500.00 and if good rental history has been established since the debt was incurred or [B] the debt is over 2 years old and good rental and credit have been established since the debt was incurred. A non-refundable credit fee or an additional deposit may be required.

**[5] Criminal:** Applicants and any prospective occupants must have no criminal history that includes having been convicted (including adjudication by the relevant state juvenile justice department) for: [A] Any felony offense (no matter the nature) [B] Any offense (felony or misdemeanor) involving assault, battery, family or domestic violence or threatened violence of any person, malicious destruction of property, theft, use of any weapon in the commission of any crime, any weapon related offense, lewd or immoral behavior, or any sex related crime.

**[6] Check Writing:** Check writing history will be reviewed for each applicant. An applicant who has a negative check writing history, if otherwise approved, may be required to make payments in the form of a Money Order, Cashier’s Check or Credit Card.

**[7] Pet Policy and Restrictions:** Residents are allowed to have two (2) pets, cats or dogs. No exotic pets are allowed. We may prohibit any pet that becomes known as aggressive, in Manager’s sole discretion. A pet fee of \$400 is required for the first pet (non-refundable) and then \$200 for the second pet (non-refundable). Maximum two pets. Monthly pet rent may be applicable.

**[8] Occupancy Standards:** Occupancy standards are defined as no more than two (2) persons per one-bedroom apartment, no more than four (4) persons per two-bedroom apartment and no more than six (6) persons per three-bedroom apartment. For occupancy purposes, a person is defined as anyone age one (1) year or older. Infants under age one (1) are permitted to reside in an apartment until the infant reaches one (1) year of age. At lease expiration, it will then be required that all persons age one (1) or over must abide by the property’s occupancy standards outlined above.

**EQUAL HOUSING STATEMENT:** We offer equal housing for all people regardless of race, color, religion, sex, handicap, familial status, national origin, or any other federal, state or locally protected classifications. Applicants will be accepted on a first come, first serve basis and are subject to the availability of a particular apartment type requested. “Available” apartments include those for which we have notice that an existing resident intends to vacate on or about a certain date. Circumstances not necessarily under Management’s control may delay the date of availability of an apartment which Management may believe would be ready for a new resident. Whether a particular apartment is available can vary significantly within several hours or days.

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Applicant Signature / Date

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Applicant Signature / Date

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Applicant Signature / Date

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Applicant Signature / Date



**APPROVAL SUBJECT TO ADDITIONAL CONDITIONS**

If you, the Applicant(s), do not meet all of our qualifying criteria for accepting your application(s), it may still be possible for you to lease the apartment if you are able to meet certain additional conditions. These conditions will vary from situation to situation, but generally involve paying an additional deposit, a non-refundable credit fee and/or obtaining a guarantor.

In order to be approved for the apartment, you must meet **ALL** the additional conditions required by management within three (3) days after receiving notice of the additional conditions. Upon meeting all the additional conditions, your application will be treated as having been accepted. If you do not meet all the additional conditions within three (3) days, your application will stand as having been denied and your initial deposit and administration fee (if applicable) will be returned and the apartment will be placed back on the market. Application fees are not refundable.

In summary:

Your original deposit and administration fee will be returned to you if:

1. You do not fulfill the additional conditions of approval, or
2. You attempt to fulfill the additional conditions after the three (3) day period is up and no apartment is available for you to lease.

You will NOT receive any of your deposit or administration fee back if:

1. You falsify your application in any way, or
2. You fulfill the additional conditions and then fail to move in.

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Applicant Signature / Date

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Applicant Signature / Date

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Applicant Signature / Date

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Applicant Signature / Date