



RESIDENT SELECTION CRITERIA

1. All Adult applicants the age of 18 and over must submit a fully completed, dated and signed residency application and fee. A Non- refundable Application fee is \$50.00 for the initial application and \$50.00 for each additional adult who may co-sign and/or plans to occupy the rental property.
2. Applicants must provide proof of identity by showing a valid government issued photo I.D. and valid Social Security Number.
3. Applicants must have a combined gross income of at least three times the monthly rent. All sources of income must be verifiable in writing. Self-employed applicants may be required to produce 2 years of tax returns or 1099's.
4. Residency may be denied by reason of credit history and/or Civil Court Records containing *slow pays*, judgments, eviction filing, *collections*, liens or bankruptcy within the past 5 years.
5. Residency may be denied by reason of criminal convictions and/or pleas of "no contest" for felonies in the prior six years, and/or violent or sexual offenses ever. In the event a record comes back "adjudication withheld" further documentation may be required and applicant may be denied on this basis.
6. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding disturbances or illegal activities, and no damage to unit or failure to leave the property clean and undamaged. A minimum of two years residential history is required.
7. Pet(s) are allowed. Up to 3 pets per apartment. Breed restrictions do apply. \$400.00 non-refundable fee required per pet.
8. Current occupancy standards are a maximum of 2 people per bedroom.
9. Landlord may require a holding deposit to be collected to hold a property off the market. In the event the application is approved, and the applicant fails to enter a lease, the applicant shall forfeit this holding fee/deposit. In the event the application is approved, this deposit shall be applied to the required security deposit.
10. Information on the Application must be true and correct to the best of the applicant's knowledge. **False information of any kind will be grounds for rejection.**
11. Any exceptions to these criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, co-signers, and/or additional advance rent payments may be required.
12. Approval of an application will be based on a point system by assigning points based on income, credit, and rental reference. A copy of the point system is available for the applicant's review upon request. Applicants scoring below the target number of points will be rejected or required to pay an additional security deposit.
13. Landlord's policy is to report all non-compliance with the terms of a rental agreement, failure to pay rent, or any amounts owed to the credit bureau.
14. Renters Liability Insurance is mandatory. Initial (_____)
15. Applicant(s) Initials (_____) (_____) (_____) (_____)

SPRING GARDEN APARTMENTS APPLICATION FOR RESIDENCY

PLEASE FILL OUT COMPLETELY – One Application for each person 18 or older - THANK YOU