

Ashley Manor Apartments

925 Ashley Drive
Moody, AL 35004

Statement of Rental Policy

1. **Tortorigi Enterprises LLC is an Equal Opportunity Housing Provider:** We fully comply with federal fair housing laws. We do not discriminate against any person because of race, color, religion, sex, national origin, familial status, or handicap. We also comply with state and local fair housing laws.
2. **Minimum Age:** Applicants must be a minimum of 19 years of age and complete a rental application. A valid driver's license must be presented with any application.
3. **Pets:** Pets are NOT allowed—no exceptions will be made.
4. **Viewing an Apartment:** A vacant apartment may be shown to a prospective resident after it has been cleaned and prepared.
5. **Apartment Availability:** Apartments are available to lease when they become vacant or when a notice of intent to vacate is received. A vacant apartment may be held for a prospective resident for seven days upon completion of a rental application and payment of the application fee and security deposit. No apartment shall be held for a prospective resident without a security deposit. If the move-in date is greater than seven days, the prospective resident may be placed on a Priority Waiting List.
6. **Security Deposit:** Once approved, should the applicant decide not to lease the apartment, all monies paid will be forfeited 72 hours after the application approval date.
7. **Occupancy Guidelines:** Due to limited parking and building system capacity, the following occupancy guidelines have been established: two adults per bedroom.
8. **Rental Criteria:**
 - ❖ **INCOME:** Monthly **income** shall meet or exceed **three (3) times the monthly rent** amount. Income may include salary, interest or dividend income, business income, social security, and/or court-ordered child support—as long as verifiable.
 - ❖ **EMPLOYMENT:** Applicant shall be employed and employment at their present job should exceed one year. Employment and income guidelines may be modified for individuals who are retired or disabled.
 - ❖ **CRIMINAL:** A background check is required for all applicants aged 19 and over. The report will be viewed on an individual basis.
 - ❖ **CREDIT:** A satisfactory credit report is required for occupancy. Bankruptcy is viewed on an individual basis. A valid social security number is required for all applicants.
 - ❖ **RESIDENTIAL HISTORY:** Applicant must possess a minimum of twelve (12) months of positive rental/ownership history. There must be no history of eviction, late payments, disturbances, foreclosures, or any outstanding money owed.
 - ❖ **GUARANTORS:** At the manager's discretion, a guarantor of the lease may be accepted if an applicant does not meet all requirements. A guarantor may not be accepted if an applicant is unemployed or has no source of income. Guarantors must exceed the specified income requirements, live within a 50-mile radius of the property, have 100% positive credit, and have a history of favorable rental/ownership information to be considered.
 - ❖ **INSURANCE:** APPLICANT MUST HAVE A CURRENT RENTER'S INSURANCE POLICY WHICH PROVIDES AT LEAST \$100,000 PERSONAL LIABILITY COVERAGE IN EFFECT AT THE TIME OF MOVE-IN.

I have read and understand the above Qualifying Standards.

Applicant Signature

Date

Applicant Signature

Date