



# APPLICANT SCREENING GUIDELINES

## OCCUPANCY POLICY

Place 2B Properties limits occupancy based upon the number of bedrooms in a unit. Our standard is two people per bedroom, plus one additional person. A bedroom is defined as a space within the premises that is intended to be used primarily for sleeping, with at least one (1) window and a closet space for clothing.

**We do not allow smoking of any kind at any of our apartment communities, or rental properties. This includes vaping and marijuana.**

## **APPLICANT SCREENING & APPLICATION PROCESS:**

Applicant(s) are urged to review the screening criteria to determine if the requirements can be met.

1. Each applicant aged 18 & over shall submit:
  - Completed application.
  - Government-issued photo identification
  - Proof of income
  - Applicant screening fee(s) (money order form, unless submitted & paid online)
2. Each applicant will be required to qualify collectively as per specific criteria areas.
3. Inaccurate, incomplete or falsified information will be grounds for denial of application and forfeiture of application fee(s).
4. Acceptance or denial of the application may take as long as five (5) business days.
5. Upon acceptance, the applicant agrees to be prepared to pay all move in costs and complete move-in paperwork and take possession within 48 hours, or the date the property is listed as available, whichever is sooner.