



Management will not discriminate based on race, color, national origin, sex, age, handicap, sexual orientation, gender identity or familial status in any phase of the occupancy process. Approved occupancy is 2 people per bedroom, plus one.

Eligibility

All applicants must be 18 years of age and complete an application for residency. All persons in the household 18 years of age or older will be required to complete and application as a leaseholder or an occupant, if the individual is completing an application for occupant status only, a separate application fee will be charged for occupants.

Application

Misrepresentation, falsification or failure to complete the application process will be reason for disqualification. Additionally, if an applicant’s application or security deposit payment is returned for any reason, management reserves the right to deny this applicant. Approved applications are valid for 14 days from date of application. Applications for residency which are not fulfilled within 14 days from date of application will be subject to rescreening for final acceptance.

Credit References

Management will run a credit check on all applicants.

- ❖ Landlord collections or judgments will be cause for denial
- ❖ Any judgments or collections for medical or education will be disregarded
- ❖ Bankruptcies must be discharged
- ❖ Foreclosures cannot be active
- ❖ Any applicant not possessing a social security number will be subject to a security deposit equal to 2 (two) months of their monthly rental amount
- ❖ A lack of credit history will not be grounds for denial
- ❖ In the event utility balances (defined as gas, electric, water/sewer or trash) appear on the credit report, the applicant would be denied, unless proven to have a zero balance

Residential History

- ❖ Positive residential references will be required for the previous 2 (two)years for each applicant. In the case of home ownership, the mortgage account will be reviewed as a credit source. In the case of foreclosure – if applicant passes all other qualifications, residential history may be considered acceptable if applicant meets additional terms and conditions
- ❖ In the event that an applicant has not lived in the United States for the past 2 (two) years, a copy of the applicant’s passport will be viewed and the date of entry will be documented in the resident file
- ❖ A negative landlord reference can be, but not limited to, the following: eviction, destruction of property, record of disturbances, disruptive or dangerous behavior, unsanitary conditions or poor housekeeping, chronic late payments or returned payments, or other lease violations
- ❖ In the event that a balance is owed to any previous landlord, the application will be denied
- ❖ In the event of less than two years of positive residential history, a higher security deposit will be required.

Income Requirements

Management shall have the right to consider whether the household has the financial ability to pay the monthly rent of the unit. The household’s verified gross income must total as least 3 (three) times the selected unit’s market rent before any applicable discounts and fees. Verification of income must be one of the following:

- ❖ Two consecutive paycheck (most recent) stubs
- ❖ An employment verification form completed by a supervisor, payroll representative or human resource representative
- ❖ Any other official document providing an income amount (ie; offer of employment letter)
- ❖ Assets (IRA, 401k, bank account balance, etc.) 3x the rent total for 6 total months or more
- ❖ If the 3 (three) X’s the rental rate requirement is not met, applicant may be asked to secure a guaranty of lease/co-signer to fulfill income requirements
- ❖ Guaranty of lease/co-signer applicants must provide proof of verified gross income totaling 5 (five) times the selected unit’s market rent

Criminal Background

Management shall run a criminal report on all applicants. Any of the following will constitute further review of the file:

- ❖ Any felony conviction on file with any state, county or federal court, unless applicant has been pardoned
- ❖ Any conviction which is in any way related to the illegal manufacture, sale, distribution, or use of a controlled substance
- ❖ Any one violent crime misdemeanor conviction during the last 5 (five) years prior to the date of application
- ❖ Any applicant listed as a sex offender in any state

Guaranty of Lease

A guaranty of lease/Co-signer may only be used as specified above. Guarantor must complete an Application. Guarantor is also subject to credit approval.

