

Resident Selection Criteria

Policy Effective Date: 04/08/2016

Applications:

- All adult applicants eighteen (18) or older must submit a fully completed, dated and signed residency application and fee. All applicants must be present when submitting an application and must provide proof of identity through a valid Driver's License or Government Issued Identification.

Selection Criteria and Policies:

- Applicants must have a combined gross income of at least 2.5 times the monthly rent. A minimum of two years verifiable employment and residential rental history is required.
- We do not accept applications from undergraduate college students or those that require a co-signer or guarantor.
- Credit history and or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past seven (7) years.
- Self-employed applicants are required to produce, upon request, most recent last 2 years of tax returns and 1099s. Non-employed individuals must provide verifiable proof consistent of monthly income.
- All sources of other income must be verifiable if needed to qualify for a rental unit.
- Criminal records must contain no convictions for crimes involving violence, assault or battery, drugs, firearms, felonies and or any sexual offenses.
- Previous rental history reports from landlords must reflect timely payments, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination. Unpaid balances due any apartment community must be paid.
- No pets (with the exception of medically necessary animals for the benefit of the occupant(s)) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a pet deposit of \$150.00 – \$250.00 per pet and a non-refundable pet fee of \$150.00 – \$200.00 per pet, paid in advance of the pet privilege. Amount of deposit and pet fee is dependent on the weight of the animal. All pets must be approved by Management, and may not exceed a 75 lb. weight limit. Proof of current vaccinations and a photo of the pet(s) must be kept on file with Management. Please note we do not accept snakes, reptiles, rabbits, rodents, and any aggressive breed dogs.
- Applicants will be required to pay a security deposit at the time of lease execution, based on credit and rental history. We reserve the right to require a higher security deposit and/or additional prepaid rent.
- The number of occupants may not exceed Fair Housing standards/guidelines.
- We may require a holding or good faith deposit to be collected to hold a unit off the market. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this holding deposit. At the time of lease execution, this deposit shall be applied to the required security deposit.
- Any exceptions to our company's 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, agreements and or advance rent payments may be required.