

Rental Criteria

Rental Application Fee: \$35.00 non-refundable fee per applicant and processed with Screening Works Pro. Anyone 18 years or older must fill out an application and pay the application fees. The application must be filled out completely. Incorrect and/or falsifying information application will be an automatic denial. Application fees shall be paid in money orders and/or cashier's check. NO cash is accepted.

Proof of Income: We require 2.5 times the monthly rent in gross income. If you have insufficient income, an additional deposit and/or a co-signer may be required. Copy of one (1) months most recent paystubs, LES, offer letter on company letterhead, bank statement and/or award letters of agencies. If you are self-employed, applicant shall provide tax returns, along with, three (3) bank statements.

Government Issue Identification: Copy of all Applicant's government issued identification (current driver's license, passport, etc.)

Credit History: If you have credit issues, you may apply with a co-signer or an additional deposit may be required. If you have a bankruptcy it must be discharged, and proof of discharge is required. If discharge is on the credit report, no additional documents needed. Any open bankruptcy will automatically be denied. Student Loans & Medical shall not be considered for approval.

Rental History: We verify two (2) years of rental history. If you have an outstanding balance and/or an eviction with another Landlord within the last four (5) years, balance must be paid in full. Evictions exceeding four (3) years will be reviewed on a case by case basis. Landlord(s) name, phone and fax numbers shall be provided.

Criminal History: Felonies and/or misdemeanors will be reviewed on a case by case basis. All criminal history convictions decisions shall be based on the information provided to us at the time of verification by sources deemed reliable. If you had a felony within the last 5 years, an additional Security Deposit will be required.

Pet Fee: For small pets up to 35lbs the non-refundable fee is \$150.00. Some communities allow larger pets 36lbs to 50lbs with a non-refundable fee is \$250.00. This is a non-refundable fee and shall be paid in full prior to move in. There is a limit pet per apartment home based per community. There are breed restrictions and weight limits at certain locations.

Holding Fee: In order to reserve this apartment home, the applicant will be required to pay \$500.00 to take the apartment home off the market. If the application is denied, the Holding Fee will be refunded to the applicant. If the applicant delays or cancels at any time, either approved or not, the applicant forfeits the Holding Fee. The Holding Fee will be applied towards the Security Deposit at the time of move in.

Utilities: Applicant is responsible to connect all utilities the applicant is responsible prior to move in and shall provide the Landlord the utility account numbers prior to move in.

Move In Requirements: Applicant shall pay all move in fees in a money order and/or cashier checks. No cash will be accepted. After moving in, online payment will be accepted. All Applicants need to sign lease prior to receiving keys.

*** Please note that all the communities are smoke-free.**

Applicant Signature

Date

Representative Signature

Date