



## Qualifying Criteria

The following guidelines will be used in the evaluation of your application for residency. All visitors must present a valid government-issued photo identification to view the community.

### **1. INCOME REQUIREMENTS:**

Gross monthly income must be verifiable. Applicants whose income is below 3 times the rental amount may be required to submit an increased security deposit or may be required to add a Guarantor to their application. The guarantor’s gross monthly income must be at least five (5) times the monthly rent and be verifiable as well and meet all other qualifications below.

### **2. SUPPLEMENTAL INCOME:**

Social Security, disability, child support, alimony, or money in an interest-bearing account (i.e., savings account or retirement) must have supporting documents if income is to be included in the application. For self-employment, a copy of the prior year’s filed tax return or three months of bank statements will be required. If bank statements are used, an average of deposits will be used to determine monthly income.

### **3. RENTAL HISTORY:**

Applicants must have a verifiable rental history. Negative or missing rental history can result in a higher Security Deposit or declined application.

### **4. CREDIT HISTORY:**

Applicants must have a verifiable credit history. Derogatory or unverifiable credit history will result in a higher Security Deposit or a declined application.

### **5. OCCUPANCY STANDARDS:**

One Bedroom Apartments.....	Three (3) people maximum*
Two Bedroom Apartments.....	Five (5) people maximum*
Three Bedroom Apartments.....	Seven (7) people maximum*

\*Unless otherwise mandated by state or local government entity.

### **6. CRIMINAL HISTORY:**

Background checks will be conducted on all applicants. Some charges, arrest records, and the like may be subject to denial. You will be notified by the screening company and have the opportunity to arbitrate their decision.





**7. APPLICATION:**

An application must be completed for every individual 18 years or older who will be living in the apartment. Application and holding fees, if applicable, will be collected before an application is processed. All applicants will be asked to present a government-issued photo identification to sign an application or lease agreement and any future documents as a resident of our community. If you fail to answer any question or give false information, the community may reject your application and retain all fees as liquidated damages for its time and expense\*\*. If the property determines after a Lease Contract is signed that you provided false or inaccurate information on your application, the property shall terminate your right to occupancy and charge you the lease break remedies pursuant to the Lease Contract.

\*\*Subject to the terms of the Application Agreement

MANAGEMENT MAY ASK FOR AN ADDITIONAL SECURITY DEPOSIT.

ALL APPLICANTS 18 YEARS OLD AND OVER MUST SIGN CRITERIA

\_\_\_\_\_  
Authorized Agent

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date Signed





**8. MOVE-IN PROCESS:**

Complete Application. Read the Application carefully as this is a legal document. Falsifying or leaving information out can result in forfeiture of the Fees and the Application being declined.

Turn in application with Application Fee and Holding Fee. Proof of income as described above must be submitted within 24 hours of the application.

The applicant will be notified of approval, approval with conditions, or denial within 72 hours. If approved with conditions, and the Applicant is unable to meet the conditions required, the Community must be notified by the applicant within 24 hours.

The applicant will have three days to complete and execute the Lease Contract unless a longer period of time is allowed in the Application.

All other monies will need to be paid before move-in, including additional deposits required, fees, prorated rents, and the following month’s rent if the move-in day is after the 20th of the month.

Before keys are released the following must be provided to the community:

- Total move-in monies in the form of certified funds
- Account numbers for utilities transferred into the resident’s name (typically electricity and gas when applicable)
- Proof of Liability Insurance in the amount of \$100,000

Non-withdrawal after Lease Contract is signed. Once all parties have signed a Lease Contract, it is a valid, binding contract. Unless we consent in writing, if you fail to occupy the rental premises by the date specified in the Lease Contract, you will be liable to us for the liquidated damages provision of the Lease Contract, and we may deduct those damages from your deposits.

The Community does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation, national origin, age, disability, or any other class protected by applicable law. The Community will consider any and all requests for reasonable accommodation in the application of its rules, policies, practices, and services, and in the use of its physical structures, in accordance with the requirements of state and federal laws.

**APPLICANT INITIALS:**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

