



## **Application and Leasing Requirements**

Rental applications must be processed on all prospective residents eighteen (18) years of age or older who will occupy the apartment and be a responsible leaseholder. A non-refundable application fee of \$35.00 must be paid for each Applicant. Applicants must have acceptable **proof of identity, income or assets, approved credit and acceptable rental history.**

**Identification:** Two forms of identification are required, including one government-issued photo I.D. If the Applicant does not have a social security card or taxpayer identification number other documents may be used to check Applicant's credit.

**Income and Credit Score** will be evaluated by a credit screening service. If necessary, assets may be evaluated by the Management Company. Roommate(s) applications will be processed together as co-applicants. The following is required:

- Copies of three (3) most recent paychecks or bank statements showing gross monthly combined income of all Applicants of at least two and one-half (2.5) times the rent amount. If the income standard is not met assets may be considered:
- Copies of three months' savings accounts showing total assets of at least two (2) times the total lease value.
- Signed offer letter from an employer if employment started or will start within 4 weeks
- International students must submit the I-20 as a source of income verification.

*By signing the Application to Rent, Applicants authorize management to conduct a credit and background check. Applicants have the right to request a copy of their consumer report from the agency that provided your consumer information to us.*

**Conditional Approvals:** When credit report results show "Accept with Conditions" the application may be approved, however two times the normal security deposit amount is required.

**Declined Applications:** Once an Applicant is declined, the Applicant may not re-apply with a co-signer. If any of the following apply, the application will be denied:

- Insufficient or no verifiable income or assets
- Resident history verification disclosed an eviction process or excessive late payments
- Excessive collection activities, money judgments or bankruptcies on credit report
- Falsification of information on the application
- Return of the Applicant's check by the bank for insufficient funds

**Holding Deposit:** Applicants may hold an apartment for up to 72 hours by leaving a Holding Deposit payment. If the Application is not approved the Holding Deposit will be returned. If the Application is approved but the Applicant chooses not to rent, part or all of the Holding Deposit may be forfeited.

**Security Deposit Requirements:** A security deposit of one month's rent is required to be paid in full prior to move-in. With an "Accept with Conditions" report result, a security deposit of two (2) times the normal amount is required.

### **Occupancy**

- Maximum occupancy is two (2) per bedroom plus one (1) in the living room. I.e: In a 1-bedroom apartment, the maximum occupancy is three. The living room may be used as a bedroom if a smoke detector is installed in the living room.
- If an adoption or birth of a minor occupant occurs, causing occupancy to exceed the maximum, the residents may remain in the apartment only until the expiration of the current lease term, or they may lease a larger apartment.
- If an additional person resides in the apartment for longer than two (2) weeks, they must provide an Application and all other application requirements. Failure to do so will result in a breach of the Lease and may result in legal proceedings.
- If an additional tenant is approved and moves in they must sign a Lease and the rental amount may increase by 10%.

**Co-Signer/ Guarantor:** To qualify as a non-resident co-signer, the co-signer must prove income of five (5) times the amount of the monthly rent, complete an application for residency and be approved and sign the Guaranty Agreement.

**Pets:** If pets are permitted it is by the express approval of the manager after the pet is "interviewed," a pet deposit paid and a Pet Agreement signed. Breed and size restrictions may apply. The pet deposit will increase the total security deposits under the lease. Service dogs are permitted with proper documentation.

**Payment:** Payments must be by money order, cashier's check or, at some properties, by credit card. No cash is accepted.