

## RENTAL REQUIREMENTS & INFORMATION

**1. EQUAL OPPORTUNITY HOUSING** – All units are available to any and all qualified persons of legal age, regardless of familial status, handicap, race, color, sex, religion or national origin.

### **2. SUBMITTING APPLICATION**

Applications for reservation of any property/unit will be taken on a first come, first serve basis subject to availability of property/unit requested. All applications are subject to approval and may be denied for failure to meet one or more of our rental criteria. Cash is not accepted at any time.

**a. A valid photo ID** is required for all applicants and guarantors. Any applicant who does not have a social security number must be able to verify passport, immigration status, or other means affirming their residential status in the United States.

**b. Non-refundable application fee** of \$20.00 per person is required.

**c. Verifiable proof of income** required in the form of paycheck stubs, W2's, or written verification from employer.

**3. QUALIFYING-** \*until further notice currently excluding medical accounts.

**a. Rental History** – Applicant must have one year good, continuous rental history or mortgage history. If none, must have qualified guarantor. Prior unsatisfactory rental history and/or lease violations may result in automatic denial.

**b. Income** – Gross monthly income must equal at least three times (3x) the rental rate of the unit.

**c. Credit History\*** – Credit history is not regarded as a determining factor but will be taken into account as a whole for the application.

**d. Criminal Background** – Criminal background check will be conducted by management. Any problems with drugs, violence, and/or any criminal activity that could impact our property or other residents may automatically disqualify application.

**4. UTILITIES** – If not included with chosen unit, services must be in resident's name on or before move-in date.

**5. RENTERS INSURANCE** – We require all residents to have renters insurance. **Proof of Policy** is required on date of move-in.

**6. PETS** – Pets are not currently allowed at any of our properties.

**7. STUDENT APPLICANTS** – Not all properties accept full time student applicants. For those who do accept students, a guarantor who meets all rental criteria is required for each student.

**8. RENTAL PAYMENTS** – Your initial payment may be prorated and is due at the time of your lease signing. If 2 returned checks are ever received on your account, all future payments must be in the form of certified funds.

*Revised date: 01/05/2018*