



ALL APPLICANTS WILL BE APPROVED ON THE FOLLOWING CRITERIA

A RENTAL APPLICATION MUST BE PROCESSED ON ALL PROSPECTIVE RESIDENTS 18 YEARS OF AGE OR OLDER AND A NON-REFUNDABLE APPLICATION FEE PAID FOR EACH APPLICANT. (THE EXCEPTION WOULD BE AN INDIVIDUAL LIVING WITH A PARENT, GUARDIAN OR THEIR DESIGNEE).

1. INCOME AND EMPLOYMENT:

Gross Income must be three times the amount of rent. If not verifiable by employer, we require the past two (2) most recent paycheck stubs or bank statements. If self-employed, we require a copy of the previous years tax return or W-2. If retired, must provide proof of monthly income (Copies of Social Security Check, Pension Plan or Bank Statements). A prospect must have verifiable current employment and 6 months employment history or a verifiable source of income. School will be accepted as an alternative to employment history provided it can be verified.

2. CREDIT:

A credit report will be processed on each applicant. All applicants will be evaluated by a percentage system. The applicant cannot have 25% or more negative credit on current status of all accounts. Any accounts in default that are older than three (3) years will be waived in determining percentage of negative credit. Negative credit is defined as late payments, collection accounts and judgments. However, special consideration will be given to medical expense delinquencies. The credit of people who lack a credit history will be interpreted as good credit. If prospect has filed for bankruptcy and the bankruptcy has not been concluded with the courts, the application will be denied. If a prospect has filed for bankruptcy that is concluded with the courts but since the bankruptcy has a bad credit history, they will be denied. If prospect has filed for bankruptcy that is concluded with the courts, has either no credit history or a good credit history since the bankruptcy, they will be considered a good applicant as long as number (1) above and (3) below are satisfied. If an applicant is rejected on the basis of credit, and takes exception with the credit findings, he or she is responsible for contacting the credit bureau. The manager will provide the information on how to contact the credit bureau. If the discrepancy can be cleared up, we will consider the applicant based on the new information. RESIDENTIAL HISTORY:

- a) Rental/Home ownership History – No outstanding debt to the previous landlord/mortgagor and compliance with all terms of the lease/contract and community policies. ONE late payment or returned check per year of residency is acceptable.
- b) Military base housing will count as rental history as long as it is verifiable.

3. AN APPLICANT WILL AUTOMATICALLY BE DENIED FOR THE FOLLOWING REASONS:

- a) Anyone having been evicted by a prior landlord for cause and/or non-payment of money due.
- b) Anyone convicted of manufacturing and/or distributing or selling a controlled substance.
- c) Falsification of any information may result in the rejection of this application.

4. AGE:

Applicants must be at least 18 years of age.

5. OCCUPANCY:

Maximum number of occupants per apartment:

1 Bedroom	2
2 Bedroom	4
3 Bedroom	6

Compliance with the community's occupancy standards must be equally applied on each apartment style. Should the apartments occupancy change in such a way that it conflicts with the allowable limit, occupants will be required to transfer to the appropriate type of apartment (at resident's expense) when the lease expires with a good 30-day written notice and management's written approval. This policy is in no way intended to conflict with the number of occupants legally allowed in the apartment as listed on the lease.

6. SECURITY DEPOSIT:

A security deposit is required and must be paid in full by money order, cashier's check, or traveler's check prior to moving into an apartment. If applicant is not approved, a check for amount of deposit will be mailed to you within 7 days. Once deposit is left on apartment the applicant has 72 hours to cancel with no deposit penalty.



7. PET DEPOSIT/PET POLICY (if pets are permitted at the property):

EXCEPTION TO PET DEPOSIT AND PET RENT WOULD BE PETS WHICH ARE DESIGNATED AS SERVICE ANIMALS REQUIRED TO ACCOMPANY A RESIDENT WITH A DISABILITY FOR THE PURPOSE OF AIDING THAT PERSON IN THAT INSTANCE, MONETARY REQUIREMENTS AND WEIGHT LIMITS DO NOT APPLY TO ANIMALS THAT PROVIDE ASSISTANCE TO THE PHYSICALLY IMPAIRED.

ONE PET PER APARTMENT (unless otherwise indicated). Dogs and cats must be licensed and have shots. All animals must be spayed or neutered. A pet deposit and monthly pet rent must be paid in full before move-in. There is a daily pet violation fee of \$10.00 per day when an illegal pet is kept in your apartment or town home without a pet agreement.

Description of Pet: Color: _____
 Weight: _____
 Breed: _____
 Name: _____

8. PARKING

If the property has assigned parking, the applicant agrees to management's assignment of parking spaces. Non-assigned parking is offered on a first come first served basis. Management allows only one vehicle per driver who is an occupant. NO BOATS, TRAILERS, COMMERCIAL VEHICLES, OR RV'S WILL BE ALLOWED ON THE PROPERTY (unless prior arrangements have been made with management). A commercial vehicle is anything larger than a standard car, standard van or standard pick-up truck.

9. MOVE-IN COSTS:

All deposits and fees must be paid by money order, cashier's check, or traveler's checks.

10. CO-SIGNER

- a) A co-signer may be offered and accepted as additional support for items one (1) and two (2). No exceptions will be made for applicants with negative rental history.
- b) The co-signer must complete an application, pay the application fee, meet all criteria (INCOME must be 4 times the amount of rent) and must sign all paperwork before the resident moves in.
- c) If the prospective resident does not have income or employment at this time, but can meet the requirements in number 2 and number 3, then a co-signer will be waived as long as 3 months rent is paid in advance.
- d) A co-signer may be offered and accepted if applicant has had no prior residential history.

I (WE) HAVE READ AND UNDERSTAND THE CRITERIA FROM WHICH MY (OUR) APPLICATION WILL BE APPROVED.

 APPLICANT'S SIGNATURE

 DATE

 APPLICANT'S SIGNATURE

 DATE

 OWNER'S REPRESENTATIVE

 DATE