

## Qualifying Guidelines

\_\_\_\_\_ provides equal opportunity housing. We will not discriminate against applicants based on race, color, religion, sexual orientation, ethnic origin, familial status, disability or class membership. Management complies with all Federal, State and local Fair Housing and Civil Rights Laws.

Please note that these are the current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various reporting services.

**Application:** Every future resident that is 18 years or older must complete an application. Please complete application in full. Understand that applications containing any untrue, incorrect, or misleading information will be declined. Each application must be accompanied by a government issued photo ID for each applicant (ie: driver's license, majority card, military ID, etc). All applicants in the United States on a Visa must provide a copy of the Certificate of Eligibility, which is completed upon arrival in the United States.

**Roommates:** Each resident is jointly and fully responsible for the entire rental payment and must sign the lease agreement.

**Occupancy Guidelines:** This site shall follow a two person per bedroom occupancy standard unless otherwise required by Federal, State or local law.

**Landlord Reference/Rental History:** Management requires at least two years of monthly rental payment history. The rent payment history, to be confirmed with previous landlords, must reflect prompt payment history, compliance with community policies, and return of apartment in good condition. We will not accept a reference from a relative as your only previous landlord. Any legal proceedings or evictions filed by previous landlords will result in the application for residency being declined. Applicants with no rental history will require a guarantor.

**Pets:** This site ☐ does ☐ does not accept pets. Please refer to the pet policy.

**Income:** Applicants must have a verifiable employment and/or income history, such as two copies of the most recent pay stubs, Leave & Earning statement or offer letter. Self-employed persons must provide a copy of the last two years tax return. Unemployed applicants must provide documentation of unearned income sources e.g. – social security, pension, savings, interest, or provide guarantor/co-signer that meet the guarantor/cosigners qualifying standards below. Notarized documentation must be submitted with your application to support additional sources of income such as alimony, dividends, military housing allowance child support, interest, retirement income, etc. Copies of all documentation will be retained in the lease file.

Gross annual income for all leaseholders is combined and entered into the credit-scoring model. Household gross monthly income must meet or exceed three times the monthly rental rate or a guarantor/cosigner must be included in the application.

**Credit History:** A credit report will be secured for all occupants of legal age to verify account credit ratings. The results will be entered into the credit-scoring model, which determines applicant eligibility to rent and security deposit level. Unfavorable accounts which will negatively influence this score, include, but are not limited to: Collection, Charge Off, Repossession, and Current Delinquency & Bankruptcy.

Applicants with Bankruptcies and Foreclosures that have been discharged within the last 24 months may be considered if they demonstrate a hardship that has since been cured, and can produce a qualified co-signer.

**Guarantors/ Cosigners:** Guarantors/cosigners must meet all the above qualifications and must have at least five times the monthly rent being applied for. The guarantor must physically sign the lease either in the office, or in front of a notary.

**Criminal:** A criminal background check will be conducted for each applicant. Any applicants who have been determined to have criminal conviction or current indictment of the following reported criminal related activities may be denied residency and occupancy:

- Conviction or arrests of any applicant or family member for a violent crime, theft, burglary, assault, battery, robbery, illegal manufacture, use or possession of a controlled and/or illegal substance
- Applicants who have been arrested and/or convicted for sexual or physical abuse
- Any terrorist related conviction
- Any cruelty to animals related conviction
- Any prostitution related conviction
- Misdemeanor conviction involving crime against persons or property
- Any of the above related charges resulting in "Adjudication Withheld" and/or "Deferred Adjudication"
- An active status on probation or parole resulting from any of the above
- Any applicant subject to a state sex offender registration requirement

I hereby acknowledge reviewing the above Qualifications provided by \_\_\_\_\_ and the information I have provided is true and accurate.

**X**

Prospective Resident

Date

**X**

Prospective Resident

Date

