

## RENTAL CRITERIA GUIDELINES

### The Following MUST Accompany ALL Applications:

1. Non-Refundable Application Fees: \$35.00 per application and has to be in the form of a Money Order. *\*Cash is NOT accepted at any time.*
2. Government Issued Photo ID AND Social Security Card. *\*Any state or federally issued identification such as Military ID, Driver's License, Passport or Visa.*
3. A Holding Fee of \$100.00 is due at the time of application. *\*The holding fee will be applied to your security deposit at move in. It will be refunded if application is declined.*
4. Income requirements: Your gross income has to be equal to or greater than three (3) times the amount of one (1) month's rent per household.

*\*To Verify Income we need one (1) of the following:*

- One (1) month of current consecutive paystubs from current employer;
- Signed Letter (on company letterhead) from supervisor verifying applicant's employment, pay, position, and length of employment;
- GI Benefits;
- Pension;
- Disability Income;
- Social Security;
- Prior year's W-2;
- Court ordered spousal or child support.

### Occupancy Guidelines:

No more than two (2) individuals per bedroom may occupy an apartment.

### Reasons for not approving an application include, but are not limited to:

*Bankruptcy, insufficient income, unpaid judgments, eviction, outstanding rent debt to landlords, outstanding debt to mortgage holders or utility companies, home foreclosure, household size exceeding occupancy limits, non-compliance with prior lease, negative rental history, and falsification of the application information.*

### The application will be declined for any of the following reported criminal related reasons:

- Any felony convictions;
- Any drug related convictions;
- Any prostitution related convictions;
- Any sex related convictions occurring at any time (no time limit);
- Any terrorist related convictions occurring at any time (no time limit);
- Any of the above related charges resulting in "Adjudication Withheld" and/or "Deferred Adjudication";
- Active status on Probation or Parole resulting from any of the above.

*\*If Resident cancels application prior to move in the holding fee is forfeited and will **NOT** be refunded.*

*\*Each prospective resident that is 18 years of age or older has to complete an application. Applications must be completed in full; applications containing untrue, incorrect, or misleading information will be denied. We do not discriminate on the basis of race, color, religion, sex, familial status, ancestry, disability, national origin, or military status.*