

**STATEMENT OF LEASING POLICIES**

For your review we have listed the required criteria for residency at our community. To be considered for approval. All residents eighteen (18) years of age or older must fully complete a rental application. Any omissions, errors, or falsifications may result in denial of an application or terminate the right to occupy the apartment. All applicants must be eighteen (18) years of age or older. All applications are subject to approval through an outside Application Processing Agency. Approval/Denial is based on a review of the following criteria:

**INCOME and EMPLOYMENT**

Household income must be at least three (3) times the monthly rent. Each applicant must provide written proof of income such as two check stubs, offer letter, or most recent year’s tax record within seventy-two (72) hours of completing an application. Fulltime students (12 hrs +) will be accepted as an alternative to being employed, but applicant must still meet criteria with regard to income and credit, a qualified guarantor is acceptable.

**RENTAL HISTORY**

Any applicant with an eviction and/or left owing a balance to a previous landlord will be automatically declined. All past landlords must be in good standing.

**CREDIT HISTORY**

Credit History will be verified by a third party verification service. A complete credit history from a credit bureau is required. Positive credit lines are required. Accounts placed for collection, reported as a loss or as a charge off within the past three (3) years will constitute negative credit. Co-signers will NOT be allowed for unacceptable credit.

**CRIMINAL CHECK**

Criminal history will be checked. Any applicant whose criminal history cannot be verified will be automatically declined. Applicants with a record of felonies will not be accepted. This includes any applicant with a felony conviction, deferred adjudication of a felony, or who has been charged with a felony.

Any person convicted for crimes of a sexual nature, designated as a sexual predator/offender, or under consideration by any court for being declared a sexual predator/offender will not be accepted.

<b>CREDIT PROFILE</b>	<b>ACTION</b>
Limited & No Established Credit	Accept with Conditions
Good	Accept
Fair	Accept with Conditions
Poor	Denied Applicant

**OCCUPANCY LIMITS**

- One Bedroom- up to three (3) occupants
- Two Bedroom - up to five (5) occupants
- Three Bedroom - up to seven (7) occupants

**ANIMAL REQUIREMENTS**

All pets must be registered with the office. A signed pet addendum, copy of shot records and a photo of the pet(s) are required in addition to a non-refundable \$500.00 pet fee, with a limit of two (2) pets. No rodents, reptiles, and ferrets.

*By signing below you state that you have read, understand, and agree to the above listed criteria.*

_____	_____	_____
Applicant Signature	Date	Owner’s Representative
_____	_____	
Applicant Signature	Date	