

Qualifying Criteria



At Ashton Woods, we rent our apartment homes to persons who meet the qualifying criteria and are financially able to pay the scheduled rent. To be certain that this established policy is adhered to, to the maximum extent possible, these general procedures and rules will be followed: Ashton Woods will comply with all federal, state, and local regulations regarding Fair Housing for all applicants and residents.

1. All occupants 18 years of age or older or an emancipated minor by a court of law must be a leaseholder. All prospective leaseholders must complete our application for occupancy. A non-refundable Application Fee per leaseholder must accompany the application where applicable by state law.
2. Occupancy standards are a maximum of two (2) persons per bedroom plus one (1) additional occupant (i.e. 3 people per one bedroom, 5 people per two bedroom). Occupants 24 months and older will be included in the count.
3. An administration fee is required at the time of leasing. The administration fee is non-refundable or forfeited as liquidated damages if you cancel after 72 hours or you do not disclose prior negative rental history or criminal history. Applicants also have the option of participating in the Deposit IQ Program and paying a non-refundable surety bond in place of the deposit. Your leasing professional will provide more details on the Deposit IQ Program. Refunds can take up to 30 days.
4. A Federal or State issued photo identification or passport will need to be presented by all prospective leaseholders and guarantors at time of application for verification of accuracy. A copy of the photo identification will be made after application approval but prior to move-in and retained in the resident file for the purpose of identification throughout residency.
5. Verifiable proof of local employment and income will be required within 72 hours of submitting your application and must be consistent with monthly income reflected on the application. Income must be verified through: two most recent consecutive payroll stubs, offer letter on company letterhead, 2 most recent bank statements showing recurring pay deposits or accepted tax forms (ie.1040, 1040EZ) with W-2 or 1099 attached. If an applicant(s) has no current employment, they can supply us with the two most recent consecutive statements from their checking, savings or investment accounts that will be used to calculate monthly income. Salary, bonuses, overtime and tips can be used as income. Additional income verification may be requested from one of our agents during the approval process.
6. No one with rental debt will be approved for occupancy.
7. If a record of eviction or a history of eviction being filed is found during screening, a rental reference must be obtained from the reporting landlord and the current landlord.
8. Ashton Woods is a pet-friendly community and we are able to accept previously restricted breeds with a passing score on a Temperament Test. The following breeds to include mixes of these breeds are accepted only when testing is complete and approved paperwork from a veterinarian hospital or pet center is received in our office: Akita, American Staffordshire Terrier/Bull Terrier (aka Pit Bull), Presa Canario, Chow, Doberman Pinscher, German Shepherd, Great Dane, all Husky and Malamute breeds, Rottweiler, wolf, or any dog mixed with a restricted breed. Service animals are generally exempt regardless of breed. A maximum of 2 indoor pets will be allowed with the payment of a pet fee in accordance with the Community Pet Policy. Residents will also be required to adhere to the Breed Restriction Program. Applicants may request a copy of the Restricted Breed Program at time of application. Management must approve all animals. All cats must be "inside cats" at all times.
9. Renters insurance is required and must be maintained throughout residency. Proof of 3rd party insurance declaration page listing the property as an interested party is required prior to move in. If e-Renter Plan insurance is obtained, we will automatically be notified upon enrollment. Resident acknowledges being advised to obtain liability insurance and

property insurance at Resident's cost to protect Resident from claims for property damages and physical injury caused by Resident, or Occupant(s), guests or invitees.

Ashton Woods uses a third-party agency to qualify prospective leaseholders for occupancy. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit contains information about you and your credit experiences, such as your bill-payment history, the number, and type of accounts, late payments, collection actions, outstanding debt, eviction history, and the age of your accounts. Based upon your credit score, your application will be accepted, rejected, or accepted on the condition that an additional security deposit is paid. Also, a criminal background check will be conducted. Certain criminal history may result in a rejected application.

If your application is rejected or is accepted with conditions, you will be given the name, address, and telephone number of the consumer reporting agencies which provided your consumer information to us.

An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report, and submit a new application to this community for further consideration.

I hereby consent to allow Ashton Woods, through its designated agent and its employees, to obtain and verify my credit and employment information, including a criminal background search and previous occupancy history, for the purpose of determining whether or not to lease me an apartment. I understand that should I lease an apartment, the community, and its agents shall have a continuing right to review my credit information, rental application, criminal background, payment history and occupancy history for account review purposes and for improving application methods.