

**The Pines of Gretna**  
**STATEMENT OF RENTAL POLICY**  
**January 30, 2026**

Welcome to our community. Before applying to rent an apartment, please take the time to review this Statement of Rental Policy. For the purpose of this document, the term "applicant" is defined as the person or persons who will be signing the Lease as the "Resident". An applicant must be 18 years of age or older to qualify as a resident. All individuals 18 years of age or older must complete an application and be listed as a "Resident" on the Lease Agreement. The term "occupant" is defined as the person or persons who will be listed on the lease agreement who are under the age of 18, and who reside at this community. Some criteria apply to the applicants only; other criteria apply to all occupants. Please note that this is the current rental criteria for this community; nothing contained herein constitutes a guarantee or representation that all residents and occupants currently residing here have met these requirements. There may be individuals who began residing at this community prior to this particular criteria going into effect; additionally, the ability to verify whether these requirements have been met is limited to the reliability of information received from applicants and outside services used.

Application decisions can take up to 5 business days once all required information and documentation has been submitted.

**EQUAL HOUSING:** The Pines of Gretna is an Equal Housing Opportunity Provider, doing business in accordance with the Federal Fair Housing Act and do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. Additionally, we provide housing in accordance with all other state or local laws if those laws provide greater protection than the Federal Fair Housing Act.

**APARTMENT AVAILABILITY:** Applications for apartment homes will be accepted on a first come – first serve basis and are subject to the availability of the particular apartment type requested. "Availability" does not necessarily mean that an apartment will definitely be available for occupancy by an applicant at the estimated date. "Available" apartments include those where a "Notice to Vacate" has been submitted by an existing resident indicating an intention to vacate on or about a certain date. Under certain circumstances, we will permit current residents who are not in default of their lease to withdraw or change their notice of moving. Other circumstances not necessarily under management's control may also delay the date of availability of an apartment. In addition, an apartment may not be considered available because it is about to be placed under contract as an application has been made and a deposit placed to hold the apartment. If the applicant's application is not approved or if the applicant fails to sign a Lease by the specified date, then the apartment would again become available. Whether a particular unit or type of apartment is available can vary significantly within several hours or days.

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**RENTAL CRITERIA:** All applicants and co-signers must agree to the following by executing this Statement of Rental Policy and a rental application form: Applicant(s) hereby consent to allow The Pines of Gretna, through its designated agent and its employees, to obtain and verify credit information, including a criminal background search for the purpose of determining whether or not the applicant is eligible to lease an apartment. Applicant understands that upon leasing an apartment, The Pines of Gretna and its agent shall have a continuing right to review credit information, rental application, criminal background, payment history and occupancy history.

**INCOME:** The combined income of the applicant(s) is required to meet The Pines of Gretna's minimum income criteria. The combined income of the applicant(s) must be equal or greater to 3 times the amount of rent.

**CONSUMER CREDIT/EVICTION ANALYSIS:** If all applicants' combined income meets this community's income requirements for the apartment which was applied for, The Pines of Gretna will proceed in running a thorough credit check on all applicants age 18 and older that apply for residency. The Pines of Gretna uses an expert statistical credit scoring system to evaluate consumer creditworthiness. Based upon the applicants' credit score, the application will be accepted, rejected or accepted on the condition that an additional security deposit is paid. Additionally, the applicant will be screened for rental history that may include a combination of monetary and non-monetary judgments, filings, outstanding debts to prior landlords, forcible entry detainers along with timeframes of these records, which can result in a rejection. An applicant rejected for unsatisfactory credit, rental, or criminal history (see below) is encouraged to obtain a copy of the consumer report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

**CRIMINAL BACKGROUND CHECKS:** If the application is accepted or accepted with conditions, a criminal background search will be conducted. The Pines of Gretna performs criminal background checks in accordance with applicable federal and state laws. Applicants will be required to answer questions on the application regarding their criminal history. An unsatisfactory criminal background check will result in denial of the application. The application may be denied for any of the following:

- Conviction of sex-related conduct or an offense for which an offender is required to register on any applicable sex offender registry.
- Felony convictions that have occurred within 30 years prior to the application date for offenses of assault/battery, kidnapping and homicide.
- Felony convictions that have occurred within 10 years prior to the application date for the offenses of crimes against a person or property, terroristic-related conduct, prostitution, cruelty to animals, crimes against children or the sale, manufacture or distribution of illegal drugs.
- Any other felony convictions (for offenses not identified above) that have occurred within 5 years prior to the application date.
- Any misdemeanor convictions for the offenses of prostitution, cruelty to animals, and crimes against children that have occurred within 10 years prior to the application date or any misdemeanor convictions for the other offenses cited above that have occurred within 3 years prior to the application date.

Please be advised that this requirement does not constitute a guarantee or representation that residents or occupants currently residing in our community have not been convicted of or subject to deferred adjudication for a felony, certain misdemeanors or sex offenses requiring registration under applicable law. There may be residents or occupants that have resided in the community prior to this requirement going into effect. Additionally, our ability to verify this information is limited to the information made available to us by the resident credit reporting services used.

**FEES/DEPOSITS:** In order to reserve an apartment home, applicant(s) must submit an executed application along with the following fees and deposits:

- 1.) A non-refundable application fee of \$50.00 for each applicant 18 years of age and older for verification of information and credit approval.
- 2.) A non-refundable security deposit of \$500 (1x1), \$600 (2x1), \$600 (2x2), \$700 (2x1.5). Applicant understands that an additional security deposit may be required based on credit scoring requirements.

**To reserve an apartment all fees and security deposits must be paid in full.** The security deposit will be forfeited in the event the applicant fails to sign a Lease and move-in by the specified date.

**RENTAL IDENTIFICATION REQUIREMENTS:** Applicants must provide a current government issued photo identification. Applicants WHO DO NOT HAVE A U.S. SOCIAL SECURITY NUMBER must provide an original valid passport showing raised notary seals and USCIS (US Citizenship and Immigration Services) documentation. Expired passports or expired USCIS documents result in an automatic decline of the application. On the Application for Residency, the applicant is to fill in the Passport Number in lieu of a U.S. Social Security Number.

**HOLD HARMLESS ACKNOWLEDGMENT:** Applicant acknowledges that The Pines of Gretna and Management do not promise, warrant or guarantee the safety and security of residents, their families and occupants or any personal property against the criminal actions of others including residents or third parties. Furthermore, unless otherwise provided by law, The Pines of Gretna and Management shall not be liable for any damage or injury to residents, their families or occupants or to any person entering the community or any building in the community, for injury to person(s) or property arising from theft, vandalism, other crimes or casualty. Applicant further acknowledges that each resident has the responsibility to protect himself or herself and to maintain appropriate insurance to protect his or her belongings. It is recommended that residents secure property insurance to cover their personal possessions.

**NO SMOKING POLICY:** The Pines of Gretna is designated a smoke-free living environment. Smoking is prohibited in all individual apartment units, on all balconies, decks, patios, and throughout all common areas and grounds, including hallways, lobbies, breezeways, and yards. The applicant agrees to inform all guests of this policy and to report any observed violations to the Landlord in writing. A violation of this policy may result in financial penalties deducted from the security deposit and or eviction.

