**RENTAL APPLICATION PROCESS AND QUALIFICATIONS**

*It is our policy to offer equal housing for all people regardless of race, color, religion, sex, national origin, handicap status, familial status, or any other state or locally protected classification.*

**BE ADVISED:**

* Incomplete, inaccurate, or falsified information will be grounds for a decline response regarding your rental application or termination of your tenancy if discovered after the tenancy commences.
* Any individual making application that is a current illegal drug user, addicted to a controlled substance or has been convicted by any court of a competent jurisdiction of the illegal manufacture for distribution of a controlled substance shall be declined.
* Any individual making application whose tenancy may constitute a direct threat to the health or safety of an individual, or whose tenancy would result in physical damage to the property or others will be declined.
* Any individual making application with a guilty or no contest plea for a felony in the category of offenses against persons, weapons, sex crimes, drug (delivery, intent to sell or manufacture) will be declined.
* Any individual making application that cannot provide 2 pieces of identification including a picture ID or who is unable to provide proper identification as to American citizenship or resident alien status (visa or legal alien documentation) will be declined.
* We do accept Housing Choice Voucher (Section 8) applicants. Applicants seeking approval must meet the application requirements. Voucher payments will be considered in the income requirement.

**Application Fee**: $35 per person (18 years and older). The fee is non-refundable.

**Administrative Fee:** A non-refundable administrative fee of $100 is due at time of move-in date.

**Income Verification, Rental History, Credit Report and Background Check:** Each application will be processed through an approved credit screening company. Income, credit rating and other statistical data are used to evaluate the application.

**Income Requirements:** The combined income of all applicants’ total gross income required is 3.0 times the amount of the rent. If the applicant is self-employed, then the previous year’s tax return or the previous 6 months bank statements are an acceptable means of verification.

**Rental History Requirements:** Applicants must have 6 months of verifiable rental history from a non-relative. Where rental history is less than 6 months a guarantor may be required. Negative references, whether current or past, could require a guarantor\*.

**Credit History Requirements:** Applicants must have 2 years of verifiable credit history. Applicants with undischarged bankruptcies will be declined. Negative credit instances could affect the amount of security deposit or require a guarantor\*.

**Criminal Requirements:** No felony convictions or charges and no convictions or pending charges regarding sex-related crimes. Any excessive criminal activity could also result in a denial.

**\*Guarantors:** A guarantor is required if the applicant(s) does not have a credit record or lacks

sufficient income. They may not be used to offset unsatisfactory credit.

* Only one guarantor per apartment is permitted regardless of the number of applicants.
* An individual may only be a guarantor on one apartment at a time.
* A guarantor must complete an application and pay the application fee.
* The guarantor application will be run with the lease applicants through the approved credit screening company and must receive an approval rating of “Accept”.

 When a guarantor is used, an additional security deposit equal to one (1) month’s rent is required.

**Occupancy Standards:** Occupancy is based on the number of bedrooms in an apartment. 2 persons are allowed per bedroom, plus 1 additional occupant.

**Previous Residents:** Previous residents of any our apartments are welcome to apply for rent at another apartments but they must have left the prior apartment in good standing. If the previous resident did not fulfill their original lease obligation, has unpaid fees or defaults or if they were not invited to renew their lease, they may be declined.

**Renter’s Insurance:** Is recommended but not required at this time.

**Smoking Policy:** Our properties try to remain smoke-free. If smoking is desired, a $150.00 non-refundable fee is required. If a resident or the guest of a resident is smoking without authorization the resident will be subject to a $500 fine and possible cancellation of the lease agreement.

**Vehicles/Parking:** 1off street parking spot comes with each unit. Additional parking spots can be purchased if they are available.

**Pet Policy**: Please review the Pet Policy, on another document.

**RENTAL APPLICATION PROCESS**

1. To apply, you will need to complete and sign a rental application for each adult applicant over the age of 18 and pay the application fee.
2. The screening/approval process will begin. This can take 1-3 days depending upon verification of rental and employment references.
3. There are three (3) possible decisions based on the information you provide:
* **Accept:** The application is approved at the base security deposit.
* **Accept with Conditions:** The application is approved such as the requirement of a guarantor.
* **Decline:** The application is declined and residency will not be considered. You will be notified in writing of this decision.
1. Upon acceptance the following will occur:
* You will receive notification of your acceptance and a date of move in will be established.
* A lease will be emailed to you for your review and signature electronically.
* You will need to set up your online account so you can make payments.
* The deposit along with the other applicable fees will be required within 5 days to hold the unit.
* A statement with any outstanding monies owed will be sent including the rent for the upcoming month.
* All lease agreements and addendums must be signed and monies collected prior to anyone receiving keys.
* Utilities – water, electricity and gas, where applicable, must be in the residents name prior to taking possession of the unit.