APPLICATION REQUIREMENTS

- Current ID is required for all rental showings and rental applications.
- Applications must be **filled out completely** and signed by the applicant.
- An application is required for each person eighteen (18) years of age or older.
- A processing fee is required for all applicants, including all co-signers.
- Full time Student rental applications will be required to have a lease co-signer.
- Approved rental applications will hold the apartment for 5 days, during which time the applicant must pay the security deposit/Sure Deposit in full with certified check or money order. If the security deposit/Sure Deposit is not paid in full at the end of the 5 day period, the application will be cancelled and you will not receive any refunds.
- Applicants must be at least eighteen (18) years old to enter into a lease agreement.
- Prepayment of last month(s) rent is required of all applicant(s) at time of lease signing.
- Pet deposits **(for approved location's only)** are required at time of lease signing.
- Any payment for deposit, processing fees or move in monies that is returned by the financial institution, for any reason, will result in automatic cancellation of application or lease.
- If additional information is required by landlord to complete the application, such information must be provided within 24 hours to leasing office. This includes co-signer applications, verification information, etc. Application will be canceled if this information is not provided as stated.
- All applications are subject to a credit report, criminal report and eviction report as performed by an accredited reporting agency. Should the application be denied based on information provided on any of these reports, you will receive notification of the denial and the reporting agency contact information. You have a right to receive a copy of your report from the agency. The landlord is not permitted to disclose the detailed information to you directly.

Rental Requirements:

- Three years verifiable residence history.
- Home ownership shall be verified by mortgage company or by credit report.
- **Any negative history or reference from current/past landlord or current/past mortgage company will result in immediate denial.**

Income Guidelines:

- Income Guidelines may be waived for full time student applications, a co-signer will be required.
- **Each applicant must have verifiable <u>weekly</u> gross income equal to a minimum of 80% of the monthly rent. Roommates - each person must have <u>weekly</u> gross income at no less than 60% of the monthly rent.**
- **Co-signers verifiable <u>weekly</u> gross income must equal 100% of the monthly rent.**
- Recent paychecks or employer confirmation are acceptable income verifiers. For self employed applicants, we may ask for tax returns, bank statements or accountant's statement of verification.
- Roommates and co-signers are jointly and severably (individually) liable for all rents due on rental unit.

Credit Requirements:

- Good credit is required. Negative credit history will result in denial.
- The non-existence of a credit rating may in result denial or require a lease co-signer.
- Non-discharged bankruptcy on credit report will result in denial.
- Discharged bankruptcy under 5 years old on credit report will result in denial.
- Discharged bankruptcy over 5 years old may be denied or require a co-signer.

Automatic Application Denials:

- Registered sexual offenders.
- Any criminal offense.
- Negative landlord or mortgage history or reference.
- Incomplete or unverifiable information on rental application.
- Fraudulent information or discrepancies between rental application and verified information.