

# **Application Criteria For Prospective Residents**

## **APPLICATIONS**

Each prospective resident must complete an application and pay the application fee via Money order or certified check. Applications are to be completed in full: applications containing untrue, incorrect or misleading information will be declined.

Note: The following MUST also accompany ALL applications:

- The three most recent consecutive pay-stubs or Leave and Earnings Statement or signed offer letter on company letterhead. (Copies to be maintained in resident file)
- A verification of applicant's valid drivers license, SS card, Military I.D or state issued Photo I.D. card.
- If prior rental reference and/or credit information is not available, a qualified co-signer or a notarized letter of responsibility from the applicant's employer will be required.
- Management reserves the right to deny any application that cannot be verified within 3 business days of application

## **EMPLOYMENT HISTORY**

If an applicant has less than 6 months of employment history, a co-signer may be required unless applicant meets the Credit and Payment History outlined above.

## **CREDIT HISTORY**

Credit Reports will be run on each applicant and will be considered in the overall credit worthiness of the application.

Poor credit rating brought by divorce must be accompanied by a copy of a Divorce Decree and will be assessed based upon the debt responsibility

Written explanations and bankruptcy documents must be provided. Court documents should verify all accounts included in the bankruptcy and listed on the credit.

Any legal proceeding/evictions filed by previous landlords or mortgage companies can result in our declining the application for residency. If the applicant has

unsatisfactory rental or mortgage history (late payments, multiple delinquent payments), the applicant will be declined. Prospects may be considered if they are able to obtain a current statement from the previous landlord that they paid in full and in left in good standing.

**INCOME REQUIREMENTS**

Applicants must have sufficient income close to 3 times the total dollar amount of the rent.( Example: Rent \$800 monthly combined income should be \$2,400 or more. Additional income can be considered when applying for a rental.

- \*Child support
- \* SSI
- \*Alimony
- \*Military house allowance
- \*Retirement Income
- \*Trust Fund Income

If an applicant’s income is insufficient by 7% or less, a co-signer may be permitted.

**COSIGNERS INFORMATION**

Co-Signers/Guarantors will be permitted on an individual basis. Co-signers/Guarantors must meet all the qualification standards listed and pay an application fee.

**CONVICTION INFORMATION**

The application of any person who has been convicted or pled guilty or “no contest” to a felony involving sexual misconduct or criminal charges may be declined.

**OCCUPANCY GUIDELINES**

Governed by state and city and local ordinances.  
Typically 2 people per bedroom are allowed. Each property /Town varies.

**DEPOSITS**

If Landlord approves prospective tenant, a Deposit is required to hold an apartment within 2 days of approval.

Applicants Signature\_\_\_\_\_Date\_\_\_\_\_

Applicants Signature\_\_\_\_\_Date\_\_\_\_\_