

RENTAL CRITERIA

1) Occupancy Policy

Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within premises that is used primarily for sleeping, with at least one window and a closet. Two persons are allowed per bedroom. Exceptions are made for children under the age of two.

2) Application Process

Complete the application, everyone 18 and over that will be residing in the residence must complete an application. Pay the non-refundable credit/screening fee of **\$40.00** per person over 18. . Please allow 2-3 business days to process the application. Upon approval, you will need to pay a **Reservation Deposit of \$300.00** within 3 days.

The reservation deposit must be paid by cashier's check, cash or money order; cash can only be accepted at the office. Once, the reservation deposit is paid and the receipt of deposit form is signed (by both parties), the deposit becomes non-refundable should you decide not to execute a rental agreement and occupy the property. Upon execution of lease agreement, the reservation deposit becomes the security deposit.

3) Disabled Accessibility

Premises can be modified at the full expense of the person disabled as long as they agree to restore the premises to the pre-modified condition. Written approval is needed from the landlord before modifications are made. Written proposals detailing the extent of the work to be done are needed before work is begun. All appropriate building permits are required licenses shall be made available for landlord inspection.

4) General Requirements

Positive photo state issued ID will be required. A complete and accurate application, listing current and at least one previous rental reference with phone numbers. Incomplete, inaccurate or falsified information will be grounds for denial. **All persons 18 and older must fill out an application.**

5) Income Requirements

Combined gross monthly income should equal (2) to (3) times the monthly rent depending on the property the applicant is applying for. If you cannot meet this requirement you may need to have a co-signer. Verifiable income may include, but not limited to, pay stubs, bank account statements, alimony, child support, trust account, Social Security, Unemployment, Section-8 Voucher, and Grants. Self-employed applicants must be able to provide a copy of the previous year tax returns. All applicants will be denied if there is no verifiable income.

6) Employment Requirements

One year of verifiable employment is required. Self-employed applicants will be verified through the state where the business is registered. An additional security deposit is required when you do not meet the employment requirements. You will be denied if you are on unemployment and another source of income cannot be verified.

7) Rental Requirements

One year of verifiable rental history from a current landlord required. If applicant is unable to meet criteria, you will need a co-signer. Home ownership can be verified by payment stubs, bank statements, or through county records. **Five (5) year, eviction free rental history required.** Rental history reflecting past due rent or an outstanding balance may result in a denial.

8) Credit Requirements

Outstanding bad debt exceeding \$5000.00 verified through a credit bureau may require an additional security deposit equal to a full month's rent. Bankruptcies filed within three years may require an additional deposit.

9) Criminal convictions

Upon receipt of the application and the screening fee, the landlord shall conduct a search of public records to determine if the applicant or any proposed tenant has been convicted of a **felony** in the last **Five (5) years**. A conviction or convictions for any felony or misdemeanor involving theft, assault, sexual crimes, intimidation, drug related or weapons charges shall be cause for denial of the rental application.

10) Pet requirements

Residences that allow pets will have an **additional refundable pet fee**. Pet fees are based on the property and how many pets the applicant has. All pets must have verifiable pet references by previous landlords or veterinarians. All pets must be spayed or neutered by 6 mo. of age. If approved a **photo of the pet(s) is required** at the signing of the rental agreement.

ALL UNITS ARE NON-SMOKING