



**RESIDENT SELECTION CRITERIA**  
**ALL APPLICANTS WILL BE APPROVED ON THE FOLLOWING CRITERIA**

A rental application must be processed on all prospective residents. All Applicants must be at least 19 years of age or older. A ***non-refundable application fee must be paid for each applicant.*** A State or Federal Issued Photo ID will be required of each applicant.

**1. INCOME:**

Gross income per apartment must be at least two and a half (2.5) times the amount of the market rent. Verification may include but not limited to original pay stubs, bank statements, tax returns, etc. An applicant must have verifiable current employment or a verifiable source of income and must be employed for three months at minimum.

**2. VERIFICATIONS:**

Applicants will be required to provide current and past rental and employment verification. Applicants having unresolved debts to a current/previous landlord, non-compliance with any terms of the lease contract or community policies will be denied. Applicants having been evicted in the last three (3) years or currently in the process of being evicted by a landlord for cause can be denied.

**3. OCCUPANCY:**

All persons residing in unit must be listed on the Lease. No more than two (2) occupants per bedroom are permitted. Residents whose household size changes while under a lease agreement will be required to upgrade to an apartment that will allow them to adhere to occupancy guidelines. (Children less than 24 months of age will not be counted as an occupant.)

**4. SECURITY DEPOSIT:**

Security deposit will vary depending on qualifications.

**5. PET DEPOSIT/PET POLICY:**

There is a non-refundable pet fee per pet. Additionally, a monthly rent per pet is assessed. There is a limit of two (2) pets per apartment. All pets are subject to management approval and registration on third party pet screening service. Exotic pets and specific breeds may be prohibited. Each pet must be properly documented.

**6. PAYMENTS:**

*ALL RENT, DEPOSITS AND FEES* must be paid by money order, cashier's check or ACH payment. If application or administration fee is returned due to insufficient funds, this will result in a denied application. If rent is returned due to insufficient funds, management may require the payment to be made in the form of a cashier's check or money order only.

**7. SCREENING:**

Each applicant will be screened through Realpage. A decision will be generated considering the following: credit history, criminal background; rental history, rent-to-income ratio and debt-to-income ratio, and employment history. Applicant's individual scores will be combined to provide a leasing score.

**8. APPROVAL:**

Approval of applications are at the sole discretion of Management; some applications can be approved with a standard or additional security deposit.

**9. RENTER'S INSURANCE:**

All leaseholders are required to obtain renter's insurance and provide policy to management effective lease start date through the end of the lease term and upon renewal.

**10. LEASE GUARANTOR:**

A Lease Guarantor will only be granted to fulfill the income requirements for students or special needs residents. A Lease Guarantor cannot be used to improve the applicant's credit score. The guarantor's income must be four times the amount of rent and will be screened using the same criteria as above.

**AN APPLICANT WILL AUTOMATICALLY BE DENIED FOR THE FOLLOWING REASONS:**

- a) Any falsifying information on the rental application.
- b) Having been convicted of manufacturing or distributing a controlled substance.
- c) Having been convicted of a felony.
- d) Having been required to register with any government (federal, state, or local) as a sexual offender.

Note: The effect of any criminal background could result in denial of applicant. The decision will depend upon the nature of the crime.

***I HAVE READ THE ABOVE AND UNDERSTAND THE CRITERIA UNDER WHICH MY APPLICATION WILL BE REVIEWED.***

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE





## APPLICATION FOR RESIDENCY

**Primary Applicant**      **DOB**      **Soc. Sec. #**      **Driver's License/State**

*Additional Occupants*      *DOB*      *Soc. Sec. #*      *Driver's License/State*

\_\_\_\_\_  
\_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_  
**Work Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Residency References:** *(please provide information for the last five years)*

Present Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Dates of Residency: From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Landlord Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email or Fax: \_\_\_\_\_  
Monthly Rent Rate: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Dates of Residency: From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Landlord Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email or Fax: \_\_\_\_\_  
Monthly Rent Rate: \_\_\_\_\_

Have you ever been convicted of a felony? *(circle one)* No Yes

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**Employment Information:** *Please list income from each job or source separately.*

Current Employer: \_\_\_\_\_ Position: \_\_\_\_\_ How Long? \_\_\_\_\_  
Gross Monthly Income: \_\_\_\_\_ Payment Frequency: \_\_\_\_\_  
Personnel Dept. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position: \_\_\_\_\_ How Long? \_\_\_\_\_  
Gross Monthly Income: \_\_\_\_\_ Payment Frequency: \_\_\_\_\_  
Personnel Dept. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position: \_\_\_\_\_ How Long? \_\_\_\_\_  
Gross Monthly Income: \_\_\_\_\_ Payment Frequency: \_\_\_\_\_  
Personnel Dept. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Please list any other form of income:

Other Income \_\_\_\_\_ / Month / Week / Biweekly / Annual





How did you hear about us? (please check one)

- ☐ Resident Referral
- ☐ Signage

Internet: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

**Vehicle Information:**

Year/ Make \_\_\_\_\_ License # & State \_\_\_\_\_ Registered To \_\_\_\_\_

Year/ Make \_\_\_\_\_ License # & State \_\_\_\_\_ Registered To \_\_\_\_\_

**Do you have a pet? If yes, please fill out Pet Information below:**

Type \_\_\_\_\_ Breed \_\_\_\_\_ Color \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_  
Name \_\_\_\_\_ Veterinarian Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Type \_\_\_\_\_ Breed \_\_\_\_\_ Color \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_  
Name \_\_\_\_\_ Veterinarian Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**In case of emergency, please contact:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City / State / Zip \_\_\_\_\_

Phone: \_\_\_\_\_

**Apartment Desired:**

Size \_\_\_\_\_ Move In Date \_\_\_\_\_ Unit \_\_\_\_\_ Rent amount \_\_\_\_\_

**Applicant Approval and Deposit Disclosure:**

A non-refundable application fee of \$ \_\_\_\_\_ is due for every application. Additionally, upon approval of the application there will be a \$ \_\_\_\_\_ Administration Fee taken to hold the apartment. The applicant has 72 hours to cancel their application and request a deposit refund. If the applicant cancels the application after 72 hours, **all fees will be forfeited.**

I hereby authorize \_\_\_\_\_ to verify information contained herein. By signing below, I affirm that the information provided is true and complete to the best of my knowledge. I understand that if any information provided by the undersigned applicant is found to be false or misleading this application can be denied. By signing below, I acknowledge that I have read and understand the application and I agree to the terms within.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Leasing Consultant's Signature \_\_\_\_\_ Date \_\_\_\_\_

The \_\_\_\_\_ Apartments does business in accordance with FEDERAL FAIR HOUSING LAW.

**FOR OFFICE USE ONLY:**

I.D. Check ☐

Rent \$ \_\_\_\_\_ Concession Amount \$ \_\_\_\_\_ Admin Fee \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_ Pet Rent \$ \_\_\_\_\_ Pet Fee (Non-Refundable) \$ \_\_\_\_\_

Lease Terms From \_\_\_\_\_ To \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date \_\_\_\_\_





## **REQUEST FOR VERIFICATION OF EMPLOYMENT**

I, \_\_\_\_\_ hereby authorize the release of  
(Applicant's Name)

employment and salary to \_\_\_\_\_  
(Community Name)

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Work Division/I.D. Number)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Supervisor's Name)

\_\_\_\_\_  
(Employer's Street Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Fax Number)

\_\_\_\_\_  
Applicant Signature/Date

### **EMPLOYER'S VERIFICATION**

(To be completed by the employer)

The above-named applicant has submitted an application for Residency at our apartment community. Please confirm the information in the space below.

Present Status: (Please circle)    Full time            Part Time            Previously Employed

Job Title: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Gross salary or Wage: \$ \_\_\_\_\_ Per: Month            Week            Hour

Average number of hours worked per week: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title & Date)

**PLEASE EMAIL/FAX BACK TO: \_\_\_\_\_**





### **LANDLORD REFERENCE**

\_\_\_\_\_ who resides at  
(Resident's Name)

\_\_\_\_\_  
(Resident's Current Address & Community Name)

Applicant authorizes the release of information and has applied to live

at \_\_\_\_\_  
(Address & Community Name)

Please provide the following information:

1. Move In Date? \_\_\_\_\_  
Move Out Date \_\_\_\_\_
2. Has the applicant ever been late with rent or other payments? ( ) yes ( ) no  
If yes, how many times? \_\_\_\_\_  
Any NSF's? ( ) yes ( ) no If yes, how many? \_\_\_\_\_
3. Monthly rent amount \_\_\_\_\_  
What portion of the rent was the resident responsible for? \_\_\_\_\_
4. How many occupants? \_\_\_\_\_
5. What was the general condition and cleanliness of the apartment?  
( ) Exceptional ( ) Good ( ) Fair ( ) Poor
6. Did the resident have any pets? ( ) yes ( ) no
7. Were there any damages to the apartment during the resident's lease period?  
( ) yes ( ) no  
If yes, explain: \_\_\_\_\_
8. Have other residents or management had problems with the conduct of the resident or their guests? ( ) yes ( ) no  
If yes, explain: \_\_\_\_\_
9. Has the resident ever been in breach of the lease? ( ) yes ( ) no  
If yes, explain: \_\_\_\_\_
10. To your knowledge, has this resident ever been evicted? ( ) yes ( ) no
11. Would you re-rent? ( ) yes ( ) no

Landlord's Signature/Date \_\_\_\_\_

Resident's Signature/Date \_\_\_\_\_

**PLEASE EMAIL/FAX BACK TO: \_\_\_\_\_**

