WINSLOW
ASSET MANAGEMENT

LEASING CRITERIA

The Trails Apartments • Royal Oaks Apartments

Thank you for choosing our community as your new home.
The following information will be used to determine eligibility for leasing at our community.

OCCUPANCY STANDARD

- Maximum occupants allowed: Two (2) persons per bedroom, with one (1) infant under 24 months of age permitted.

INCOME REQUIREMENTS

- Gross monthly household income must be at least three (3) times the monthly rent.
- All lawful, verifiable forms of income are accepted. Examples of acceptable proof of income include: Two (2) most recent pay stubs, offer letter with stated salary, most recent year's tax record, or three (3) most recent bank account statements.

EMPLOYMENT HISTORY

- Current, verifiable employment is required.
- Proof of full-time student enrollment will be accepted in place of employment with a qualified guarantor who meets all guarantor requirements.

RENTAL HISTORY

- Positive, verifiable history of rental or mortgage payments for a minimum of six (6) months is required.
- THE FOLLOWING WILL RESULT IN DENIAL OF APPLICATION:
  - Currently delinquent in rent or mortgage payments
  - Three (3) or more late payments of rent or mortgage during the last twelve (12)-month period
  - Under the current eviction process or prior eviction for lease default or mortgage foreclosure
  - Any rental debt owed
- Note: Rental history from a private individual or home will be accepted if supported by a copy of the lease, rental receipts, and utility bills in the applicant's name at that address.

CREDIT

- Credit history will be reviewed for positive payment patterns and active lines of credit.
- CREDIT REPORTING AGENCIES: **TransUnion: (800) 916-8800 Equifax: (888) 378-4329 Experian: (888) 397-3742**

ROOMMATES

- Each adult occupant must submit a completed application and qualify.
- Spouses and roommates will be evaluated together.

CRIMINAL HISTORY – A criminal background check is required for all applicants and occupants aged 18 or older.

- THE FOLLOWING MAY RESULT IN DENIAL OF AN APPLICATION:
  - The commission of a felony during the last seven (7) years that is adjudicated, convicted, or alleged with charges pending
  - The commission of violent or drug-related misdemeanors during the last seven (7) years
  - The seven-year review period does not apply to sex offenses, offenses requiring registration, or any other exceptions required under federal law

APPLICATION AND NOTIFICATION

- All applicants must be eighteen (18) years of age or older.
- Each applicant must pay a non-refundable application fee of $45.00 before processing begins.
- All Applicants are required to present valid government-issued identification.
- An application does not constitute a lease agreement or offer to lease. No lease shall exist unless and until the property owner, through its managing agent, and the applicant execute a lease agreement and all required funds are paid.
- All applicant information is kept confidential. A copy of our privacy policy is available upon request.
- The selection criteria may be revised or updated at the property owner's sole discretion.

EQUAL HOUSING OPPORTUNITY

Winslow Asset Management, The Trails Apartments, and Royal Oaks Apartments comply with all federal, state, and local regulations regarding fair housing for all applicants and residents regardless of race, color, national origin, religion, sex, familial status, or disability.

GUARANTOR – A guarantor may be required in the following cases:

- Verified full-time students
- Insufficient income
- Lack of rental history or home ownership
- Lack of credit history
- **Guarantor requirements**
    - Must submit a completed application and pay a non-refundable application fee.
    - Must have an income of five (5) times the monthly rent, verifiable through tax returns, pay stubs, or other approved documentation showing personal financial worth of at least 10 times the monthly rent amount.
    - Must score in the "Accept" category for credit history, demonstrate at least one (1) year of employment, and provide documentation of positive leasing or mortgage history.
    - Must sign the lease.
- Only one guarantor per household is permitted.

PET POLICY

Thank you for choosing our community. We are pleased to welcome pets that meet our community's guidelines. Please review the following requirements carefully:

- Pet Limit: **A maximum of two (2) pets is allowed per apartment.**
- Vaccination Records: Residents must provide current vaccination records annually for each pet.
- Pet Deposits, Fees, and Monthly Pet Rent:
    - Pet deposit: $250
    - Non-refundable pet fee: $250:
    - Monthly pet rent per pet: $15.00 (2 pet maximum)
- Permitted Animals: Acceptable pets include
    - Dogs
    - Cats
    - Small birds
    - Fish
- Behavior & Breed Restrictions: Winslow Asset Management does not accept animals that exhibit aggressive behavior. A pet interview will be conducted before move-in. Breed restrictions apply.
- Unauthorized Pets: Any unauthorized pet will result in $100.00 fee, plus $10.00 per day until the pet deposit and pet fee are paid (if the pet qualifies), or the pet is removed from the apartment.
- All provisions of the TAA Animal Addendum apply.
- Service animals are not considered "pets."

DISCLAIMER The property owner, through its managing agent, will make reasonable efforts to verify the information contained in the rental application to determine if the applicant meets the minimum leasing criteria. If sufficient information is not available, the application may not meet all leasing criteria and may be refused. An application may be denied for any reason that is not discriminatory or otherwise in violation of the law. Submitting false documents or fraudulent information will result in the denial of your application.

ACKNOWLEDGMENT I have read and understand the above Leasing Criteria and Pet Policy. I understand my application may be rejected based on negative information received in any of the above categories. A screening resulting in "Conditional" approval may require payment of a higher security deposit amount or a guarantor.

_____	_____	_____
Applicant Signature	Applicant Signature	Applicant Signature
_____	_____	_____
Printed Name and Date	Printed Name and Date	Printed Name and Date

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