

# PROSPECT QUALIFYING CRITERIA

The following minimum qualifying criteria have been established for occupancy.

- Income:** Must Equal to at least 3 times the monthly apartment/house rental rate. Allowances and other income require verification.
- Credit:**
1. No more than one (1) "Bad Credit" for every three (3) current or paid accounts. Medical, dental and student loans classified shall be excluded from the calculation of the 3 to 1 credit ratio.
  2. Minimum credit score of 600 required. Credit scores between 600-625 will require an additional deposit equal to one month's rent. Any credit score below 600 will be rejected. If the applicant has no established credit, an additional deposit equal to one half month's rent will be due.
  3. If the prospective resident has an eviction, bankruptcy, foreclosure, balance owed for mortgage, or balance due to another rental property, the prospective resident shall be deemed to have failed the credit requirements regardless of other credit history and, therefore, must be rejected.
- Rental History:** Present and previous residency(s) must have a history of prompt rent payment (no more than 2 late payments and 1 NSF within a 12-month period), no serious lease violations (criminal in nature or multiple violations) sufficient notice given, and good conduct. No record of eviction. No balance owed to another rental property. Must provide rental history for the previous 3 years or additional deposit will be due.
- Criminal History:** The applicant must not have been convicted of any felonies considered a "violent offense." Violent Offenses are as follows:
1. Sex offender registration
  2. Capital offense or "Class A" felony
  3. Class B felony with serious injury, or attempted murder of peace officer, EMS, etc.
  4. Attempted felony sexual offense
  5. Use of Minor/ Unlawful Transaction with Minor/Promoting Sexual Performance by Minor/ Human Trafficking of Minor for commercial sexual activity
  6. Criminal Abuse in 1<sup>st</sup> degree (serious injury, likely to cause, or involving helpless)
  7. Burglary (breaking in) in first degree with attempted kidnapping or attempted assault
  8. Robbery in 1<sup>st</sup> degree (threat of force, causes injury/dangerous instrument)
  9. Felony Arson
  10. Felony Criminal Mischief (damage more than \$1,000)
- A felony conviction shall disqualify the prospective resident. A "deferred adjudication" or a pleading of "no contest" on a felony case shall be considered the same as a felony conviction. All criminal history conviction decisions shall be based on the information provided to us at the time of verification by sources deemed reliable. The Company does not represent such information to be complete or accurate.
- Employment:** Stable history and income verification for a minimum of 1 (one) year. Proof of income is required. Copies of the most recent paycheck stubs can be submitted (must provide the past 30-days of paystubs). An employment offer letter can be used if it is dated within 30-days of the rental application.
- Age:** No one under 18 years of age (except children living with their parent(s) or guardian).
- Application:** Full and accurate application required of all prospective residents and guarantors. No falsification or omission of information on the application.
- Resolving A Credit Disqualification:** Any prospective resident who fails the **credit criteria** (except as noted below) can cure the failed credit criteria by the following:
1. Paying an additional security deposit equal to the equivalent of one month's rent at current market rate. If the prospective resident elects to pay the increased deposit, the prospective resident will be deemed to have fulfilled the credit criteria requirement.
  2. A balance due to another rental property, **when not evicted**, can be cured by the prospective resident paying that balance in full and obtaining a verification from that property that the balance has been paid in full. If the prospective resident does not pay such balance nor obtain such release, the prospective resident must be rejected.
- The following criteria do not qualify for cure:**
3. An eviction for any reason (including nonpayment of rent) bankruptcy, or foreclosure is an automatic disqualification and cannot be cured. The prospective resident must be rejected.
- Guarantor:** A letter of guaranty **AND** additional security deposit will be required in the case of the following situations:
1. No rental history.
  2. If applicant is a full-time student.
  3. If applicant is not employed.
  4. If applicant fails credit criteria.
- It shall be the prospective resident's choice as to whether they obtain a letter of guaranty. The Guarantor must pass the criteria indicated above and must sign the "Guaranty of Lease/Rental Agreement".
- Equal Housing:** No discrimination on the basis of race, color, religion, sex, age, familial status, handicap, or national origin with regard to housing is the comprehensive policy of this community and this Company.
- Exceptions:** No exceptions shall be made to the leasing criteria.

**WATERSIDE WEST & 1700 WATERSIDE: PET FRIENDLY / WATERSIDE EAST: NO PETS ALLOWED (strictly enforced)**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Unit # \_\_\_\_\_

Lease Date \_\_\_\_\_

Monthly Rent \_\_\_\_\_

Leasing Agent: \_\_\_\_\_

### APPLICATION FOR RESIDENCY

APPLICANTS NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ SS#: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_ DRIVERS LICENSE NO. \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

OTHER OCCUPANTS:

NAME	AGE	RELATIONSHIP	NAME	AGE	RELATIONSHIP
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NAME	AGE	RELATIONSHIP	NAME	AGE	RELATIONSHIP
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PRESENT ADDRESS \_\_\_\_\_  
 STREET# STREET NAME APT. # CITY STATE ZIP

DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_  
 LANDLORD NAME LANDLORD PHONE #

MONTHLY PYMT \_\_\_\_\_ REASON FOR MOVING \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_  
 STREET# STREET NAME APT. # CITY STATE ZIP

DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_  
 LANDLORD NAME LANDLORD PHONE #

MONTHLY PYMT \_\_\_\_\_ REASON FOR MOVING \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_  
 STREET# STREET NAME APT. # CITY STATE ZIP

DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_  
 LANDLORD NAME LANDLORD PHONE #

MONTHLY PYMT \_\_\_\_\_ REASON FOR MOVING \_\_\_\_\_

PRESENT EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ PHONE# \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ EMPLOYED SINCE \_\_\_\_\_

PREVIOUS EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ PHONE# \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ EMPLOYED SINCE \_\_\_\_\_

YOUR ANNUAL SALALRY \$ \_\_\_\_\_

SPOUSE ANNUAL SALARY\$ \_\_\_\_\_

OTHER INCOME \_\_\_\_\_ SOURCE \_\_\_\_\_

DO YOU HAVE A PET? \_\_\_\_\_ IF SO HOW MANY: \_\_\_\_\_

WHAT KIND/BREED \_\_\_\_\_ AGE \_\_\_\_\_

WEIGHT \_\_\_\_\_ COLOR \_\_\_\_\_ NAME \_\_\_\_\_

WHAT KIND/BREED \_\_\_\_\_ AGE \_\_\_\_\_

WEIGHT \_\_\_\_\_ COLOR \_\_\_\_\_ NAME \_\_\_\_\_

EMERGENCY CONTACT:

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE# \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ ALTERNATE # \_\_\_\_\_

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APPLICANT HAS SUBMITTED AN APPLICATION FEE IN THE SUM OF \_\_\_\_\_, WHICH IS A NON-REFUNDABLE PAYMENT FOR A CREDIT AND CRIMINAL CHECK AND PROCESSING CHARGE OF THIS APPLICATION. SUCH SUM IS NOT A RENTAL PAYMENT OR SECURITY DEPOSIT.

**SECURITY DEPOSIT:**

THE UNDERSIGNED WARRANTS AND REPRESENTS THE INFORMATION ON THIS RENTAL APPLICATION TO BE TRUE AND CORRECT. ALL PERSONS/OR FIRMS NAMED MAY FREELY GIVE ANY REQUESTED INFORMATION CONCERNING ME AND I HEREBY WAIVE ALL RIGHT OF ACTION FOR ANY CONSEQUENCE RESULTING FROM SUCH INFORMATION.

I HEREBY DEPOSIT \$ \_\_\_\_\_ WITH MANAGEMENT AS A GOOD FAITH DEPOSIT IN CONNECTION WITH THIS APPLICATION FOR RESIDENCY. I UNDERSTAND IF I WISH TO CANCEL I HAVE 72 HOURS FROM THE TIME MY APPLICATION IS RECEIVED TO RECEIVE A FULL REFUND OF MY DEPOSIT; AFTER 72 HOURS THE DEPOSIT IS NO LONGER REFUNDABLE. IF MY APPLICATION IS ACCEPTED, I UNDERSTAND THIS AMOUNT WILL BE APPLIED TOWARD PAYMENT OF MY SECURITY DEPOSIT OF \$ \_\_\_\_\_.

I HERBY AUTHORIZE THE RELEASE OF ALL CREDIT INFORMATION INCLUDING, BUT NOT LIMITED TO VERIFICATION OF MY EMPLOYMENT AND INCOME, AS WELL AS CREDIT REPORTS, TO YOU OR ANY OF YOUR AGENTS.

**THE LEASE WILL NOT BECOME EFFECTIVE UNTIL APPLICATION IS APPROVED BY MANAGEMENT.**

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY /COMMUNITY MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

DENIED BY/ COMMUNITY MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Administration Fee and Security Deposit **are** refundable if application is denied for any reason.