



### Qualifications Standards

#### Income Verification:

We accept all sources of verifiable income pending review of the requirements of the program. Your monthly income must be three times the amount of the rent based on gross. Providing three recent pay stubs expedites the processing of your application.

#### Credit & Criminal Background Checks:

We use a third party credit agency for all credit checks & criminal background checks. The credit agency determines your credit worthiness and obtains criminal background information. Based upon their findings, rental/mortgage verification and income verification, a deposit will be determined. However, if an applicant does not meet our qualifications standards a letter explaining the reason(s) for the rejection will be mailed to you.

#### Deposits & Administrative Fee:

**Administrative Fee:** \$250 Non Refundable Fee  
Per Apartment Home – Paid when “reserving your home and/or being added to the wait list.

**To Reserve Your Home Without Painting Choices:** \$100 Good Faith Deposit; Refundable within 72 hours of renting or declined. The \$100 will be credited to your first month’s rent.

**To Reserve Your Home with Painting Choices:** \$100 Additional Good Faith Deposit; Refundable within 72 hours of renting or declined. The additional \$100 will be credited to your first month’s rent.

**Deposit: Approved** \$99 Fee or \$500 Rental Deposit (Refundable) Long Term Lease  
**Conditionally Approved** \$99 Fee and a Rental Deposit Based on the Rental Amount  
**& Conditionally Approved**  
**And a Co-Signer**

**Example: Rent = \$900**  
**Lease Term Solutions (\$99 Fee = \$500 covers) + \$400 Rental Deposit (Refundable) or**  
**A Rental Deposit equal to one month’s Rent (Refundable)**

**Co-Signers Allowed\*:** \* The deposit with a co-signer is the same as being Conditionally Approved. Co-Signer's monthly income must be three times the rent based on gross.

**Non Refundable Pet Fee:** \$400 One Time Pet Fee  
**Monthly Pet Fee:** \$25 Per Cat, Per Month-Maximum 2 Cats

**Carports and/or Outside Storage Area Fee:** \$25 Per Carport and/or Outside Storage Area  
**Garage Fee:** \$60 Per Garage (Very limited availability)  
**Inside Storage Area:** Free; 1 Per Apartment Home

Terms of the lease are subject to change throughout the year. Please ask what length of leases are being offered as it pertains to your move-in time frame. **Lease Term Solutions is conveniently handled through the Leasing Office.**

#### Pet Requirements:

Maximum of two cats will be permitted per apartment home. Pets must be fixed and front paws declawed or “soft paws” in place.

**Occupancy Guidelines:** 1 Bedroom – Maximum 3 Occupants; 2 Bedrooms – Maximum 5 Occupants

**Utilities:** Residents are responsible for monthly electric, telephone, and cable service. Sutton Club includes free heat, water, trash and paper recycling.

It is the policy of Sutton Club to treat all current and prospective residents in a fair, professional manner, without regard to race, color, religion, sex, national origin, handicap, familial status, or source of income. Hearing Impaired toll free # 1-800-877-TDDY.

EQUAL HOUSING OPPORTUNITY

(Revised 1/01/2024)