

APPLICATION

- A separate rental application and application fee are required for each prospective resident 18 years of age or older
- The combined gross monthly income of all Applicants must total at least 2.5 times the monthly rent
- With some exceptions, depending upon the terms of the affordability program, the combined gross monthly income of all Applicants receiving housing assistance must total at least 2.5 times the portion of the monthly rent for which they are responsible
- A valid form of legal identification is required at the time of application and move-in
- Rental, income and credit histories will be considered jointly

CREDIT and CRIMINAL HISTORIES*

- A credit and criminal history report will be processed on each applicant
- The reports will be evaluated by an outside agency and approval will be based on a scoring model

VERIFICATIONS/ADDITIONAL REQUIREMENTS

Depending on the results of the credit report, applicants may be required to provide proof of one or more of the following:

- **Verification of Income:**
 - If Currently Employed: copy of the most current paycheck stub or a copy of the previous year's tax return or 1099
 - If Employment is Pending: copy of offer letter on company letterhead, indicating start date and salary
 - If Unemployed, Retired or a Student: copies of investments, trust funds, child support, alimony, financial aid paid directly to the student, etc.
- **Good Rental or Mortgage Payment History:**
 - At least one 6 month period that has occurred in the last 2 years
 - Can be obtained from a landlord, apartment community or mortgage company
 - No more than 3 late payments or returned checks per year of residency and compliance with all community policies
 - Reference information from family members or friends will not be considered
- **Additional Deposit**
 - Depending on the results of your approval based on the scoring model, you may be required to pay an additional deposit
- **Guarantor**
 - Must satisfy the income and credit history requirements
 - Will be responsible for the obligations of all residents on the initial lease as well as all subsequent leases, including modifications, extensions, and renewals

AUTOMATIC DENIAL FOR RESIDENCY

- Falsification of any information on the application
- Criminal histories that include felony or misdemeanor convictions or pending charges for crimes that represent threats to persons or property
- Failure to satisfy the income requirement
- Failure to satisfy the minimum credit score based on the model
- A bankruptcy in process
- Eviction by a previous landlord for cause

*If the results of your application screening indicate a negative credit or criminal history and you would like to obtain additional information, you may contact the consumer reporting agency identified in your notification letter.