



RENTAL CRITERIA

Thank you for your interest in _____ as your new apartment home. In order to assist you in making a decision, we have listed below our qualifying criteria. Each applicant must read and sign the criteria guidelines.

THIS COMMUNITY WILL NOT DISCRIMINATE AGAINST ANY PERSON BASED ON RACE, COLOR, CREED, RELIGION, SEX, NATIONAL ORIGIN, FAMILIAL STATUS, DISABILITY, GENETIC INFORMATION, SEXUAL ORIENTATION OR GENDER IDENTITY.

OCCUPANCY STANDARD:

One Bedroom: 3 people

Two Bedroom: 5 people

Three Bedroom: 7 people

Four Bedroom: 9 people

AGE REQUIREMENTS:

Lease Holder(s) must be 18 years of age or older with the exception of emancipated minors or those protected by familial status.

All applicants 18 years of age and older must fully complete, date, and sign the application and all applicable paperwork.

IDENTIFICATION REQUIREMENTS:

All applicants must provide a valid social security number. Applicants without a social security number are required to submit a valid government-issued photo identification, INS card, green card, VISA, etc. for verification.

A non-refundable background check fee must be paid per applicant 18 years of age or older for processing credit and criminal background.

INCOME REQUIREMENTS:

The gross monthly income of the Household will be considered jointly, and must equal no less than 2.5 times the monthly rent of the apartment and must not exceed the maximum allowable income for number of people in the Household and AMI% for the unit set forth by HUD and enforced by CHFA.

Prior to approval, all income must be verified by obtaining one or all applicable information:

- *Verification of Employment sent to the employer via fax, email, or standard mail

- *copies of the last 3 consecutive payroll check stubs with YTD total

- *previous year(s) tax return

- *proof of child and/or spousal support payments through Family Support Registry or applicable state agency and/or court order documents

- *proof of retirement or trust fund income

- *proof of all assets if applicable

- *self-employed individuals must provide 2 years of previous tax returns, business plan, copies of checks and any other applicable information required to prove income.

STUDENT RULE:

A Household cannot be comprised of all full time students.

Students include individuals attending public or private elementary schools, middle or junior high schools, senior high schools, colleges, universities, technical, trade or mechanical schools. Students do not include individuals participating in the on-the-job training or correspondence courses.

The 5 exemptions to this rule are: 1) the students are married and entitled to file a joint tax return 2) single parent with child(ren) and the parent is not a dependent of someone else and the child(ren) is/are not dependents of anyone other than the parents 3) one student is receiving TANF 4) one student is participating in on-the-job training 5) one student was previously under foster care.



RESIDENCY:

Previous rental history will be reviewed and should not exhibit any derogatory references in the last 2 years. All debt owed to an apartment community must be satisfied or in the process of being satisfied.

CONSUMER CREDIT REPORT SCORING:

If your application is denied based on your credit report, the community will provide you with a copy of the report.

CRIMINAL HISTORY:

Misdemeanor convictions within the last 2 years could result in denial of the rental application. All convicted felonies within the last 5 years could result in denial of the rental application. Registered sex offenders will be an automatic denial of the rental application. Any methamphetamine production convictions will be an automatic denial of the rental application.

BACKGROUND FEE:

A non-refundable background fee is required per adult.

ADDENDUM TO THE APPLICATION:

I ACKNOWLEDGE THAT I HAD AN OPPORTUNITY TO REVIEW THE COMMUNITY'S RENTAL SELECTION CRITERIA. I UNDERSTAND THAT IF I DO NOT MEET THE COMMUNITY'S RENTAL SELECTION CRITERIA OR IF I FAIL TO ANSWER ANY QUESTION OR GIVE FALSE INFORMATION THE COMMUNITY MAY REJECT THE APPLICATION AND RETAIN ALL FEES COLLECTED AND TERMINATE MY RIGHT FOR OCCUPANCY.

You have the right to appeal a denial in writing within three (3) days.

Applicant Signature

Date

Applicant Signature

Date

Management Signature

Date