

THE FOLLOWING ITEMS ARE REQUIRED BEFORE APPLICATION(S) CAN BE PROCESSED:

APPLICATION(S): All occupants, 18 and older must fill out an **application** completely and without falsifications or intentional omissions.

IDENTITY: Applicants must provide a clear copy of a non-expired **Driver's License** or a state issued Photo ID. Applicants without a valid social security number must provide a clear copy of a current Passport & Visa.

INCOME:

Employed: Applicants must provide 2 consecutive and current **paystubs** if paid biweekly or 4 consecutive and current paystubs if paid weekly.

Self Employed: Self Employed Applicants must provide 2 consecutive and current **paystubs** if paid biweekly or 4 consecutive and current paystubs if paid weekly OR **bank statements** from the previous 2 months AND
 Self Employed Applicants must provide the prior year's personal & business **tax returns**.

Remote Employment: Applicants must provide 2 consecutive and current **paystubs** if paid biweekly or 4 consecutive and current paystubs if paid weekly AND
 Remotely Employed Applicants must provide a **letter** from their current employer stating that an impending move will not affect employment or wages.

Job Transfer: Applicants must provide documentation on company **letterhead** from their current employer that includes: • job transfer date • job location • wage detail • employer contact information

New Employment: Applicants must provide an employment offer letter on company **letterhead** that includes: • employment start date • job location • wage detail • employer contact information. *Offer letters will only be accepted prior to the start date of employment and cannot be more than 90 days old.*

Retired/ Unemployed: Retired Applicants must provide **bank statements** from the previous 2 months, showing social security, pension, and/ or annuity deposits AND
 Retired Applicants must provide the prior year's filed 1040 **tax form**.

RESIDENCE: Applicants must provide a **rental verification** from each company that they have rented from within the last 12 months. There shall be no record of eviction or balances due to any other rental properties.

PETS: Applications including pets require a **current photo** and **vaccination record** that includes age, weight and breed details. No exotic animals are permitted. No more than one animal per unit is allowed except with prior approval. Dogs permitted based on breed and temperament and may require a pet interview by manager before application.

FEES: Applicants must provide a **\$50.00 non refundable** application fee, a **\$100 non refundable** admin fee AND a **\$200.00** hold deposit that will be applied to the security deposit owed at the time of move in. *Security deposits are based on floorplan and the fulfillment of application requirements. Additional monies and/or qualified cosigner will be required for deficiencies in the application criteria.*

ADDITIONAL CRITERIA:

•Assignable Apartments are based on the availability and readiness of a specific apartment desired by customer. •Credit history must reflect current payment, and none charged to collection. •No occupant or resident may have been charged, indicted, arraigned, convicted, or had adjudication deferred when the crime is of a property, assaultive, illegal drug possession or sale, sexual or other nature representing a potential risk. •No one under 18 years of age may be a leaseholder. •A maximum occupancy of two persons per bedroom is allowed. •Home interiors free of smoke as defined in our Smoke-Free Addendum must be agreed to upon move-in in accordance with this policy. •Motorcycles, large trucks and recreational vehicles are permitted only with management's written permission in specific areas. All resident vehicles must have current tags and inspection stickers, operable and in good condition. Vehicle maintenance or repairs are not permitted on property. No more than 2 vehicles per household are permitted. •Garages are to be used for parking.

