

RENTAL APPLICATION GUIDELINES

Applications for residency will be evaluated using the following criteria:

Rental applications will be processed for all prospective applicants 18 years of age or older who will be a responsible lease holder or occupant. A non-refundable application fee must be paid for each applicant \$50.00 and/or occupant (\$30.00) 18 years of age or older. Application fees, administrative fee and applicant deposit must be paid in full before application is processed.

SALARY AND INCOME

- All residents must show proof of legal and verifiable income.
- Applicants must be employed by the same employer at least 6 months. Should an applicant be recently transferred or relocated, they must have at least 6-month employment with their previous employer.
- All other sources of income must be verified. These sources may include tax returns, bank statements, 1099's, proof of government payments, student loan/ grant documents, court orders for child/spousal support, etc.
- Gross monthly income of applicants must be equal to or more than the apartment rental amount times the following number based on the community listed below:
 - 2.5 Times: Gatehouse Apartments.
 - 3 Times: Belmont Run, The Axis at 1435, Continental Square, Cove Lake Village, The Flats at 345, Limestone Square & Medical Villas, The Paddock, studios180, The Studios at Belmont, and The Studios at Patchen.
 - 4 Times: The Reserve at Merrick.

CREDIT HISTORY

- Applicant's credit history is evaluated by an automated scoring system by a third-party screening service - Appfolio Resident Screening.
- Late payments, collection amounts and other information may be cause for denial, additional deposit, or co-signer recommendation.
- Any unpaid utility debt may be cause for denial.
- Chapter 7 Bankruptcies must be discharged a minimum of 12 months.

RENTAL HISTORY

To be approved, applicants should not have the following:

- An eviction within the last 5 years, unless for charges that have been paid in full.
- Past due rent or other charges to a previous landlord.
- More than 4 late rental payments and / or 2 insufficient funds checks during a 12- month period.
- More than 2 written complaints and/ or one 14-Day Notice per 12-month period.
- Applicants without any rental or mortgage payment history may be required to provide a co-signer or pay an additional deposit.

WITH CONDITIONS

Any applicant that is approved with conditions, may be approved with the following:

- An additional deposit is paid.
- A co-signer is processed through Appfolio's Resident Screening and approved without any conditions.
- Co-signer's income is 4 times the monthly rent amount.
- Co-signer must sign the Guaranty/Co-Signer Agreement in front of an employee or notary.

CRIMINAL HISTORY

- A criminal background check will be run for each applicant and occupant 18 years of age or older.

- Applicants convicted of a misdemeanor or felony for sex related crimes or any crime requiring the applicant to register as a sex offender during their lifetime will be denied. Applicants who have been convicted of a felony for drug-related crimes or acts against another person or property during their lifetime will be denied. Applicants convicted of any other type of felony within the last seven years will be denied.
- Applicants who have been convicted of a misdemeanor for drug-related crimes or acts against another person or property within the last 5 years will be denied.

(For the purposes of this section, "convicted" means having been adjudicated to be guilty or to have entered any guilty plea, Alford plea, no contest plea, or any plea other than the "not guilty" in the final determination of any criminal charge.)

FALSE INFORMATION

- Any falsification of information on the application will automatically disqualify the applicant thus forfeiting all deposits and application fees.
- Any lease that is signed as a result of false information shall be voided or terminated at the option of the Lessor.

IDENTIFICATION

- All applicants must show current/valid government issued photo identification at time of application.
- Applicants without a social security number will be required to submit USCIS documents for verification.

APPLICANT DEPOSIT

- If applicant is not approved, the full deposit amount is refundable.
- If after 72 hours applicant or co-applicants withdraw an application, we will retain all applicant deposits as damages for taking the apartment off the market and the parties will then have no further obligation to each other.

OCCUPANCY

- Maximum number of persons per apartment: Studio - maximum 2 persons, 1 bedroom - maximum 3 persons. 2 bedroom - maximum 5 persons, 3 bedroom - maximum 7 persons. Exceptions will be made for those under 12 months of age.

PET POLICY

- A maximum of 2 pets may be allowed to occupy the apartment. The following weight limits apply per apartment type: 50 pounds per pet for a studio, 100 per pet for a one, two, or three bedroom apartment.
- The following breeds are prohibited whether they are full or partial: Pitbull and Staffordshire Terriers, Rottweilers, Chow-Chow, Doberman Pinchers, Akitas, German Shepherds, Malamutes, Presa Canarios, and Wolf Hybrids. In addition, no ferrets, rabbits, lizards, snakes, or exotic animals will be permitted.
- No animal is authorized to occupy apartment without management's prior written permission and the execution of a pet or service/emotional support animal addendum.
- Residents will be required to pay a \$250.00 non-refundable pet fee for 1 pet, \$350.00 non-refundable pet fee for 2 pets and monthly pet rent of \$35.00 per pet.