



DISTINCTIVE APARTMENT LIVING

**Rental Verification Guidelines**

**Check writing History-** Positive check writing history is required. Negative check writing history can result in denial of application or secured payment only status.

**Criminal History-** A Criminal history will be pulled for each applicant.

- Any applicant with a felony conviction within the last 10 years will be automatically denied.
- All applicants with felony convictions involving sex crimes, violent crimes, crimes against children, or the manufacturing or productions of methamphetamine will be denied regardless of time.
- Misdemeanors within the last 7 years will require approval from management.

**Income-** Minimum monthly income must be at least 3 times the monthly rent amount. Verification of income must include recent paycheck stubs and/or W2 forms (if self employed).

**Credit-** FICO Score of 600 – Above - Accepted with Regular Deposit or Surety Bond.  
550 – 599 - Accepted w/Conditions – Additional Deposit / Surety Bond Required.  
549 – Less – Application Declined.

Bankruptcy may not be newer than 2 years and must be of a “discharged” status. Any utility collections will have to be paid prior to move-in. NO foreclosures, vehicle repossessions, judgments or liens that are not of a released status.

**Rental History-** All applicants must have verifiable rental/mortgage history with good payment history. If there is a balanced owed, you will be required to pay or your application will be denied. First time renters will be charged an additional deposit.

**Employment History-** All applicants must have verifiable employment, at least 12 months with same employer or previous employment history will be required.

**Number of occupants-** No more than two occupants shall be permitted per bedroom in each floor plan.

**Guarantor-** A guarantor may be accepted only if the applicant(s) who are intending to occupy the apartment are full time students and do not meet this properties requirements. If a guarantor is required, the guarantor must complete an application, and meet all of the qualifying criteria noted above. Guarantor’s monthly income must be 5 times the monthly rent amount.

**Age Requirements-** All applicants must be at least 18 years of age to fill out an application and sign the lease agreement. Anyone occupying the unit over the age of 18 MUST complete an application and qualify.

The groups or individuals that may be asked to release the above information (depending on program requirements) include, by are not limited to:

- |  |                                 |
|--|---------------------------------|
| Previous Landlords (incl. Public Housing Agencies) | State Unemployment Agencies     |
| Social Security Administration                     | Banks and other Financial       |
| Support and Alimony Providers                      | Credit Providers/Credit Bureaus |
| Institutions                                       | Medical & Child Care Providers  |
| Courts   | Schools & Colleges              |

Applicant hereby acknowledges that they have read and agree to the information above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

