



# PRESCOTT PLACE APARTMENTS

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## RENTAL AND OCCUPANCY CRITERIA GUIDELINES

RENTAL APPLICATION MUST BE PROCESSED ON ALL PROSPECTIVE RESIDENTS AND OCCUPANTS 18 YEARS OF AGE AND OLDER WHO WILL BE THE RESPONSIBLE LEASE HOLDER.

ALL APPLICANTS FOR RESIDENCY WILL BE EVALUATED USING THE FOLLOWING CRITERIA:

### I. IDENTIFICATION

- a. A government issued photo ID and Social Security Card is required for all applicants.

### II. SALARY/INCOME

- a. Prior to move-in, income must be verified by obtaining one of the following: confirmation on employer letterhead, copies of the last three payroll check stubs, previous year W-2 or copies of the last 2 month's bank statements.
- b. Must be currently employed, but if unemployed or retired, proof of income/assets should be provided, and must be equal to 3 times the contractual amount of the lease terms.
- c. Gross monthly income of combined applicants must be 3 times the effective rent of the apartment being leased.
- d. Roommate applications must be processed simultaneously.

### III. RENTAL HISTORY

- a. A screening of rental history will be performed on all applicants.
- b. If an eviction or lease violation is discovered, the application will be denied.

### IV. DECLINED APPLICATIONS (If any of the following apply, the application will be declined)

- a. No government issued photo identification or Social Security Card.
- b. No verifiable income or salary.
- c. Falsification of the Application.
- d. Criminal Record – Any felony convictions.
- e. Criminal Record – Any misdemeanor convictions or arrests in the past 7 years.
- f. Credit score of less than 600.
- g. Poor rental history. (i.e: eviction, lease violation, or late payments)

### V. SECURITY DEPOSIT REQUIREMENTS

- a. A security deposit is required to be paid in full prior to move-in.
- b. All rent, deposits and fees must be paid by cash, bank check, money order or cashier's check.
- c. If the bank returns the deposit check, the application will be automatically declined.

### VI. OCCUPANCY LIMITS

- a. One bedroom limit is 2 people.
- b. Two bedroom limit is 4 people.
- c. In the event an adoption or birth of a child occurs causing the occupants to exceed the maximum number permitted, the Tenants will have until the expiration of the lease term to transfer to the appropriate apartment to comply with occupancy limits.

**I have read and agree to the above Rental and Occupancy Criteria Guidelines:**



Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_