



Application Qualifying Criteria

AGE	All applicants must be at least eighteen (18) years of age or older. Any and all adults must complete a rental application, be listed on the lease as a resident and have full liability to fulfill all terms and conditions of the lease.
INCOME	All applicants must provide verifiable current employment of gross combined monthly income of at least three (3) times the rental rate. In the event that the applicant has been at his or her current job for a period of six (6) months or less, then the applicant must provide verification of prior employment. Should that applicant be self-employed, he or she must then provide a copy of the previous year's tax return. Additional documentation for self-employed persons may be requested as necessary <i>*In the event that credit and rental history are both positive, two and one half (2.5) times the rent may be allowed with a higher deposit. Approval will be required by regional manager for this exception.*</i>
RENTAL HISTORY	Applicant must have a verifiable rental reference of twelve (12) months or more with a lease term fulfilled and a copy of the thirty (30) day written notice to vacate current or previous address provided. Applicant must not have more than four (4) late payments and/or non-sufficient fund (NSF) checks in one (1) year of residency. Any applicant with questionable rental history or a prior eviction may be subject to denial of application.
CRIMINAL HISTORY	Applicants that have a felony will be reviewed by a case by case basis as required by HUD (Department of Housing and Urban Development), offense will be compared against health and safety risks for staff, neighbors, and the property as a whole. Any felonious crime, drug related crime, violent crime, sexual crime, or other criminal conviction may be denied at the discretion of management based on the nature and severity of the crime. If applicant is found to have pending criminal charge that may result in conviction of felonious crime, drug related crime, violent crime or sexual crime and applicant meets all other General Requirements for Residency, the approval or disapproval of such application will be postponed until outcome of the pending charge(s) has been Determined. It is the responsibility of the applicant to inform management when the outcome of pending charge(s) has been determined. If the charge(s) remains pending more than 30 days from original application date, the applicant will have to submit an entirely new application for consideration.
CREDIT	Applicant credit reports must be in good and acceptable standing. Flexibility may be granted regarding medical expenses. Applicant must be able to secure utilities in their own name(s), Bankruptcies must be discharged and may require an additional deposit. A single-occurrence eviction must be paid off in full and for monetary issues ONLY and may also require an additional deposit. Multiple evictions even with balances paid in full may be denied. Evictions for any other reason other than non-payment of rent, or evictions that still currently owe a balance to the complex may not be accepted.
ROOMMATES	Each roommate must qualify individually.
CO-SIGNERS	A Lease Co-Signer may be accepted on behalf of full-time students and for a person(s) with limited or no prior rental or credit history. A Lease Co-Signer must complete an application and pay an application fee. Lease Co-Signer must meet all requirements for residency an additional income requirement, Co-Signer's income must meet or exceed five (5) times the rental amount.
OCCUPANCY LIMITS	Studio : Two (2) Occupants Maximum One Bedroom : Three (3) Occupants Maximum Two Bedroom : Five (5) Occupants Maximum Three Bedroom : Seven (7) Occupants Maximum
<i>(Requirements for Residency may vary if under any housing program regulations or based on property)</i>	





Qualifying criteria expanded: Income Requirements Policy

Income Requirements Policy

1. General Income Requirements:

- All applicants must provide verifiable current employment demonstrating a gross combined monthly income of at least three (3) times the rental rate. Employment must be current unless the applicant is moving to a new city for a job, in which case current employment can be verified through an official offer letter for the new position.
- If the applicant has been at their current job for six (6) months or less, verification of prior employment is required.
- For self-employed applicants, a copy of the previous year's tax return must be provided. Additional documentation may be requested as necessary.

2. Positive Credit and Rental History Exception:

- Applicants with a credit score of 650 or higher and a positive rental history (no evictions, late payments, or lease violations) may qualify for a modified income requirement.
- Under this exception, the income requirement may be reduced to 2.5 times the tenant's portion of the rent, provided the applicant is willing to pay a higher security deposit up to one month's rent.
- All exceptions must receive prior approval from the regional manager, who will review the applicant's overall financial situation and history before granting approval.

3. Section 8 Voucher Applicants:

- For applicants utilizing Section 8 vouchers, the tenant portion of the rent will be considered as the rent amount for income calculations.
- Not all properties accept Section 8 vouchers; applicants should inquire to determine if a property cooperates with their program prior to applying.
- Regardless of the tenant portion, a minimum gross combined monthly income of \$1,000 is required to qualify for the rental unit.
- All other income verification processes will still apply as stated above.

(Continued on next page)



Qualifying criteria expanded: Income Requirements Policy

4. **Documentation Requirements:**

- Applicants must submit necessary documentation, including:
 - Recent pay stubs or employment verification letters.
 - Additional documentation as needed.
- A standardized checklist will be provided for clarity.

5. **Income Verification Timeline:**

- Decisions will be communicated to applicant within 3-5 business days after all required documentation is submitted.

6. **Review of Seasonal or Irregular Income:**

- Seasonal or irregular income will be averaged over 12 months to assess stability.

7. **Fair Housing Compliance:**

- All income requirements will comply with Fair Housing laws to prevent discrimination based on income sources or types.

8. **Ongoing Staff Training:**

- Staff will receive training on income verification procedures and fair housing practices to ensure consistency and compliance.