



GENERAL QUALIFYING GUIDELINES & REQUIREMENTS for

**COMPANY APPLICATION**

Specific guidelines may vary at different properties.

*All persons 18 or over who will inhabit the property for more than 7 days full or partial must complete an application and be approved prior to moving in.*

PLEASE COMPLETE THE FOLLOWING:

1. APPLICATION form – not available online – visit property to obtain. The application must be signed by an authorized Officer of the company.
2. In the event a company is closely held/small business, the authorized Officer or Owner will have to qualify and sign the lease personally as well as on behalf of the company.
3. OCCUPANT FORM (not available online – visit property to obtain) AND ID form: An occupant form should be completed, signed and turned in with the application and a copy of their state issued ID for each intended occupant.
4. STATEMENT OF RENTAL POLICY form: Read, sign and date the form.
5. NON-REFUNDABLE APPLICATION FEE: Include check or money order (not "international" money order) for \$35.
6. SECURITY DEPOSIT: Include check or money order to cover the amount of the security deposit. (The security deposit is refundable, only if application is denied.) There may be an additional security deposit for facilities keys depending on the property to which you are applying.

WE VERIFY THE FOLLOWING:

1. Good credit history/criminal background on each occupant.
2. Company credit history and officer/owner qualifications for closely held small businesses.
3. The electricity should be turned on at least 3 business days before move in.
4. Renter's insurance with a minimum of \$100,000 personal liability coverage is part of our lease.

We welcome the opportunity to show you our community and help you choose an apartment. If you have any further questions, please call the rental office of the property you are interested in.

Prices and deposits are subject to change.

## STATEMENT OF RENTAL POLICY

- EQUAL HOUSING:** Non-discrimination on basis of race, color, religion, sex, handicap status, family status or national origin is the comprehensive policy of Lessor.
- APPLICATIONS/ FEES:** Applicant has delivered to Lessor's representative a non-refundable "application fee". Application(s) to be completed by each adult applicant without omissions or falsifications. U.S. State Driver's license (State I.D. if applicant does not drive) required as proof of identity. All applicants must be 18 years of age to contract. Any person 18 years of age or older who will inhabit the property for more than 7 days full or partial must complete an application and be approved *prior* to moving in.
- EMPLOYMENT / INCOME:** Lessor must be able to obtain verification of stable employment and sufficient income for the last 12 months. Gross monthly income must exceed 3 times the monthly rent plus any other mortgage/finance obligations. Allowances from scholarships, government agencies, study subsidies and/or inconsistent income are not permitted for income purposes. Self-employed persons must provide verification of income and tax returns for the last 2 years. Child support/alimony will be considered as income with a copy of the court order and proof of payments for the last 6 months.
- CREDIT CHECK:** A complete check of credit history will be made.
- RESIDENCY:** 2 years of most recent residency records must show satisfactory payment history and sufficient notice given for moving out. If renting from an individual owner, applicants must supply a copy of the lease and proof of payment for the last 6 months. Also, applicants must have no history of disturbances, property damage, monies owed, or living habits that adversely affect the health, safety, or welfare of other residents. Lessor reserves the right to deny any applicant on the basis of felony criminal conviction, guilty plea, or plea of no contest, without regard to the nature of the offense. Also, Lessor reserves the right to deny any applicant if they, or any occupant, are presently under arrest, indictment or charged with a felony or serious crime under the laws of any state of the United States. If any applicant should fail to disclose such fact during the application process, this failure to disclose shall constitute a breach of any lease agreement executed by applicant and shall allow Lessor to demand immediate possession of the leased premises.
- OCCUPANCY:** No more than 2 persons per bedroom.
- AUTOMOBILES:** No more than 2 vehicles per apartment at most locations. Some locations are limited to 1 vehicle.
- OTHER VEHICLES AND EQUIPMENT:** Boats, campers, trailers, taxicabs, and other commercial and recreational vehicles are not permitted at most locations. Treadmills and vibrating exercise equipment are not allowed on 2<sup>nd</sup> and 3<sup>rd</sup> floors.

**ELECTRICITY:** Electrical service must be turned on in leaseholder's name before keys will be issued at move in.

**RENTAL PAYMENT:** Monthly rent is due by 2 p.m. on the first of each month. Late fees are assessed after 2 p.m. on the third of the month.

**SECURITY DEPOSIT:** All security deposits must be paid in the form of a check, money order, or cashier's check at the time of application.

**ANIMAL FEES/ ANIMALS:** Animal fees are non-refundable and do not cover damages. Should Lessee have an animal on the premises at any time, all additional deposits, fees, and animal lease provisions must be adhered to. Animals must not exceed 25 lbs. at maturity. Cats must be declawed and neutered. Animals are subject to visual inspection, veterinarian verification and must be approved by Lessor prior to coming on the premises. Lessor only accepts dogs and cats and fish tanks up to 10 gallons for fish only.

**SHOWING APARTMENTS:** Any adult can view a model apartment and/or a vacant unit (if available and ready for viewing) with a U. S. state or U.S government issued photo ID only. Applicants are welcome upon request to see the interior of the apartment they have chosen to rent, once it is ready for occupancy. Lessor has standard criteria that must be met before a unit can be considered ready to show.

**RENTAL INSURANCE:** Lessor's insurance does not cover damage to any person's property or persons caused by fire, theft, frozen pipes, flooding, roof leaks, smoke damage, vandalism, water escape from toilets or water heaters, etc. Lessee(s) are advised and agree to obtain renter's insurance prior to move in with a minimum of \$100,000 personal liability coverage listing Tonti Management as an additional insured/interest, containing a waiver of subrogation, and maintain it throughout the entire lease term.

**ADDITIONS & ALTERATIONS:** Additions or alterations to the premises are not allowed without written permission of Lessor. These include, but are not limited to, satellite dish or antenna installations; adding or changing locks, phone or cable lines; painting or papering of walls.

**NON-SMOKING:** Smoking is not permitted in the buildings, apartments, or pool areas at any time.

**READ AND ACCEPTED BY:**

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agent for Lessor:** \_\_\_\_\_ **Date:** \_\_\_\_\_