

General Requirements and Qualifications

The rental application has been designed to allow for a thorough background check on all prospective residents. An application must be submitted on each resident 18 years of age or older. Spouses may complete one application. Roommates, guarantors, and unmarried couples must complete separate applications.

I. VERIFIABLE INCOME

- A. All applicants are required to provide proper verifiable income **within 48 hours of submitting application or the application will be cancelled. X** **If an application is cancelled; the applicant will forfeit the deposit, application fee and admin fee.** The combined income must be at least 3 times the monthly rent for an individual or married couple. Two roommates must also make 3 times the monthly rent of combined income. Three roommates must make at least 4 times the monthly rent of combined income. Four roommates must make at least 5 times the monthly rent of combined income.
- B. Income must be verified in one of the following ways:
- Two consecutive paycheck stubs dated within the last 60 days.
 - A US bank account statement dated within the last 30 days with a balance equal to 3 times the monthly rent multiplied by the lease term.
 - Three most recent US bank account statements with consistent deposit entries shown every two weeks.
- C. If self employed:
- Tax return from previous year signed and dated by a Certified CPA will be accepted through July.
 - A US bank account statement dated within the last 30 days with a balance equal to 3 times the monthly rent multiplied by the lease term.
- D. If newly employed:
- Signed offer letter from the employer stating base salary agreement or commission structure. Employment acceptance, hire date, and income must be verified. Employment must begin within 30 days of the lease start date.
 - A US bank account statement dated within the last 30 days with a balance equal to 3 times the monthly rent multiplied by the lease term.
- E. Service Industry:
- Proof of income for gratuity must be verified by 1 or 2 ways.
 - Tax return from prior year signed and dated.
 - Letter from employer on letterhead verifying monthly average gratuity amount. No handwritten letters, photos or emails will be accepted.
 - No bank statements
- F. Other verifiable income sources may include the following:
- Child support, grants, pensions, Social Security benefits, GI benefits, alimony, disability benefits, unemployment benefits, trust funds, assets receiving dividends, and savings accounts.
- G. If income falls below our requirements and the applicant qualifies in all other areas, then a guarantor may be used to achieve approval.

II. GUARANTORS

- A. Guarantors must be related to the applicant, make 4 times the monthly rent, and meet all other requirements.
- B. A Guarantor is financially responsible for the lease obligation but is not an occupant.
- C. The guarantor will fill out and sign the Guarantor Application. If the guarantor is not present, the guarantor must have a notarized letter verifying their identity.

III. RENTAL/MORTGAGE HISTORY

Present and previous residence may be verified for all applicants and proposed occupants. We must obtain verification of a satisfactory rental history, which includes timely rent payments, proper notice of cancellation or non-renewal, no outstanding balances or history of lease violations. All applicants who have been previously evicted will be declined. The head of the household must be 18 years or older and physically occupy the apartment and meet all criteria.

IV. APPLICANT SCREENING

We use third party screening to verify and evaluate all application for residency. The third party screener will evaluate information provided with a scoring model that is uniform, fair, and unbiased for all applicants. Once the third party provider evaluated all the information, a recommendation will be given on whether the applicant on whether the applicant meets the criteria set forth for all new residents in order to be approved for residency. If the application is denied, you will receive specific contact information from the third party provider to which any questions can be directed. A complete investigation of credit history of each applicant will be made and will require a satisfactory rating.

- **An additional deposit equaling half a month to a full month's rent may be required based on credit rating and will need to pay by certified funds within 48 hours of notification.**
- **Any applicant with a negative check writing report will be required to make all payments in certified funds only.**
- **Bankruptcies must be discharged. An active or open bankruptcy will not be accepted.**

V. CRIMINAL BACKGROUND CHECKS

We perform criminal background checks in accordance with applicable federal and state laws. Your signature authorizes us to check not only your credit history, but also any arrests or convictions. You will be required to answer questions on the application stating whether you have been convicted or arrested of a crime; and, if so, what the crime was, when and where it occurred and the disposition of that charge. Any unsatisfactory criminal background check revealing a serious charge including, but not limited to, conviction of a felony or deferred adjudication of a felony will result in denial for your application. However, not all crimes disqualify you from living at the community. Crimes that result in denial of residency are those which pose a serious threat to the health, safety and welfare of persons living and working in our community. Your application for residency will be rejected if a criminal background check reveals serious charges, including but not limited to: a listing as a Sexual Predator or Offender, felony conviction, convictions for any of the misdemeanor offenses listed below, pending felony charges, guilty pleas to any felony or any of the following misdemeanors: burglary, attempted burglary of a vehicle, attempted theft of a person, attempted theft over \$200, criminal mischief over \$200 unlawful carrying of a weapon, pornography, physical assault, sexual assault, enticing, injury to or obscenity with a child, drug related charges, cruelty to animals, forgery terror threat, obscenity, indecent exposure and/or sexual molestation. Our ability to verify criminal history is limited to the information made available to us by the credit reporting agencies. Any and all DWI convictions must be 2 years or older from disposition date.

VI. FOREIGN NATIONAL APPLICANTS

Applicants indicating themselves to be non US citizens must complete a foreign national applicant addendum and provide supporting documentation. All other applicable requirements will be verified.

VI. OCCUPANCY REQUIREMENTS

One Bedroom	No more than two occupants
Two Bedroom	No more than four familial status occupants or three non-family occupants
Three & Four Bedrooms	No more than six familial status occupants or four non-family occupants

VII. PET RESTRICTIONS

Billingsley has a two animal per unit limit. We do not authorize any reptiles, birds or exotic breed of animals or the following breed of dogs to live on the property: Rottweiler's, Pit Bulls, Chows, Dobermans, Staffordshire Terriers, Bull Mastiffs or Wolf Hybrids and/or any mixed aggressive breeds

- VIII.** If the application is not approved, a check for the deposit amount will be mailed within thirty days of notification. If your bank returns the application fee or deposit check, the application will automatically be declined. If an application is cancelled by the applicant, the applicant will forfeit the deposit and application fee.

I (WE) HAVE READ THE ABOVE AND UNDERSTAND THE CRITERIA FROM WHICH MY (OUR) APPLICATION WILL BE APPROVED.