# Rental Application Criteria

The following information will be taken into consideration as we process all information for your new apartment home. Please be sure to provide all information so that we may insure timely and accurate processing. Each applicant must provide government photo identification and allow it to be photocopied. Thank you for giving us the opportunity to assist you in your apartment needs. There is a non-refundable application fee due at this time: $30.00 per applicant. This fee is payable in money order or cashier's check.

**RESIDENT HISTORY**

One year of verifiable residency will be required so that we may review the history. Please be sure to provide all resident history consecutively with all the months included. We will need all appropriate phone numbers to contact past landlord(s). If resident history is questionable, depending on the severity, we may require co-signer or application may be denied. **If there is an eviction or you owe a prior landlord, the application will be denied.

**CREDIT**

Credit is required so that we may review payment history. In addition to verifying your credit we run a criminal background check. If credit has not been established, this will be considered good credit if at least 1 year verifiable rental history has been established. Family members will not be considered rental history unless legal documentation can be provided. If credit is questionable, depending on the severity, we may require a co-signer or application may be denied. A bankruptcy dismissed in the past 24 months will result in a denied application. An open bankruptcy will result in a denied application.

**BACKGROUND CHECK**

A criminal background check is performed on each applicant and guarantor. Any violent or sexually related convictions will result in a denied application. Any criminal convictions against applicant could result in a denied application, depending on severity of the offenses.

**EMPLOYMENT/INCOME**

One year of verifiable employment will be required with a gross monthly income of (3) times the rental amount. This shall be proven by a pay stub, new job offer letter, governmental or retirement statements, or tax return documentation. If current gross monthly income does not meet the above qualification, or we cannot verify one year of employment, a qualified guarantor may be required for approval.

**GUARANTOR/CO-SIGNER**

Applicants who are first-time renters or who do not have sufficient income may qualify by having the lease guaranteed by a co-signer/guarantor. The co-signer/guarantor must have an excellent credit rating, with a gross monthly income of five (5) times the rental amount, to be considered. The co-signer/guarantor must complete and sign a lease agreement. The co-signer/guarantor will be held responsible for the entire rent and other costs, such as damages, as long as you live at this property, even if you have roommates. An application fee will be required.

**RESIDENT & PET REGISTRATION**

***PETSCREENING IS A REQUIRED PART OF THE APPLICATION PROCESS FOR ALL APPLICANTS***

A welcoming environment is paramount to all of our residents with or without pets as well as animals. To help ensure ALL of our residents understand our pet and animal-related policies, we use a third-party screening service and require EVERYONE to complete a profile. This process ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability. If you need accommodation in another way, please contact your housing provider. Please get started by selecting a profile category on our landing page: *https://centerstoneapartments.petscreening.com/*

**REASONS FOR DENIED OCCUPANCY**

An applicant (s) may be denied occupancy for the following reasons:

- Falsification of application by applicant
- Incomplete application by applicant
- Insufficient income (total of all applicants)
- Criminal conviction history of violent or sexual offenses
- Poor credit history of any applicant
- Poor rental profile of any applicant or occupant:
    - A. Non-payment or frequent payment of rent
    - B. Eviction
    - C. Drug Use
    - D. Poor Housekeeping Poor supervision
    - E. Unruly or destructive behavior
    - F. Violence to persons or property

**SECURITY DEPOSIT**

A security deposit is required to hold an apartment of the floor plan you have chosen. This deposit will hold the apartment up to 30 days depending on the available unit. The deposit is refundable if for some reason you do not qualify, but is non-refundable if you cancel after 24 hours of approval.

**PETS**

A pet fee is to be paid before you move a pet into the apartment. This fee is non-refundable. We do not accept payments for the fee. There is a two (2) pet limit per apartment. Dogs considered aggressive breeds and/or deemed aggressive or vicious by a veterinarian or government official will not be allowed on premises. Dogs of oversized breed will not be accepted. No exceptions.

**MOVE-IN**

Prior to moving into your new home, you must have utilities transferred into your name to avoid a $10/day charge. Please sign your leasing paperwork when you fill out your application or set an appointment to do so the day of your move-in. This will ensure a smooth, stress free moving day only involving picking up your keys and paying final amounts due.

**Thank you for choosing Centerstone Apartments as your new home! We look forward to working with you!**

I acknowledge that I had the opportunity to review the property's rental criteria, which includes reasons why my application may be denied, such as criminal and credit history, current income, and rental history. I understand that if I do not meet the property's rental selection criteria or if I fail to answer any questions or give false information, the property may reject the application, retain all application fees, administrative fees, and deposits as liquidated damages for its time and expense, and terminate my right of occupancy.

_____ _____ _____ _____ _____ _____

Applicant/Date Applicant/Date Representative/Date

_____ _____ _____ _____

Applicant/Date Applicant/Date

*We do not discriminate on the basis of race, color, creed, religion, sex, gender, sexual orientation, national origin, disability, or family status.*

*This is an official document of Centerstone Apartment Homes and any attempt to falsify this document could result in lease termination, deposit forfeiture and/or fines. It is the resident's responsibility to request, sign and submit the correct form to management by the deadline specified in writing by management or the lease. It is the resident's responsibility to request and retain a copy of this form for personal records.*