

# Woodland Park Apartment Homes

## ALL APPLICANTS WILL BE APPROVED ON THE FOLLOWING CRITERIA Effective 03/08/2005

**RENTAL APPLICATION MUST BE PROCESSED ON ALL PROSPECTIVE RESIDENTS 18 YEARS OF AGE OR OLDER AND A NON-REFUNDABLE APPLICATION FEE PAID FOR EACH APPLICANT. (THE EXCEPTION WOULD BE AN INDIVIDUAL LIVING WITH A PARENT, GUARDIAN OR THEIR DESIGNEE.)**

**1. Income:**

Gross income level must be 2.75 times the amount of the rent. If self-employed or unemployed, we require the past 6 months of bank statements or certification from the bank that the account maintains a minimum average that equals 6 months worth of rent. You may also provide proof of other income. All income must be verifiable. (**Note:** Applicants not meeting income requirements are required to have a guarantor.)

**2. Employment:**

A prospect must have verifiable current employment and 18 months employment history or a verifiable source of income. School will be accepted as an alternative to employment history provided if it could be verified. A Guarantor may be required.

**3. Credit:**

All applicants must provide a valid social security number. A credit report will be processed on each applicant. All applicants must have an acceptable credit score. The score is automatically calculated. The total number of acceptable accounts is divided into the total number of accounts. Examples of UNACCEPTABLE accounts are collection, charge off, bankruptcy, repossession and current delinquency.

**4. Residency/Rental History:**

A minimum of twelve months verifiable residency on current/previous addresses will be reviewed. If the rental history is from a private owner, a copy of the rental agreement and six most recent cancelled checks or money order receipts payable to the owner must be supplied. (Note: If applicant does not have prior rental history, but meets all other criteria, applicant may be accepted with a guarantor.)

**5. Convictions:**

**No felony or misdemeanor convictions, which involve moral turpitude (IE: drug involvement, selling, manufacturing or possession of a controlled substance, prostitution, theft, etc.). DEFERRED ADJUDICATION FOR ANY SUCH OFFENSE, OR PROBATION FOR A FELONY ARE CONSIDERED REASONS FOR DENIAL.**

Please remember that this requirement does not constitute a guarantee or representation that residents or occupants have not been convicted of a felony or are subject to deferred adjudication for a felony. Our ability to verify this information is limited to the information made available to us by the credit reporting services used.

**6. An Applicant Will Be Automatically Be Denied For The Following Reasons:**

- Having unresolved debts to a previous landlord/mortgagor and/or non-compliance with any terms of the lease/contract and/or community policies.
- Having been evicted for cause by a previous landlord.
- A bankruptcy must be discharged and closed; an open bankruptcy will be grounds for automatic denial of the rental application.
- Having been convicted of or having pending, or adjudication of charges of a felony offence or a misdemeanor or crime as stated above.
- Falsification of any information on the rental application.

**7. Occupancy Standards:**

Maximum number of occupants per apartment:

**One Bedroom One Bath: 3**

**Two Bedroom Two Bath: 5**

If for any reason, the number of occupants exceeds the maximum number for that floor plan, residents will have a maximum of 60 days to transfer to the appropriate floor plan to comply with occupancy limits.

**8. Pet Deposit/Pet Policy:**

A maximum of two pets per apartment will be allowed with a \$150 deposit and a \$150 non-refundable pet fee.

There will be a \$10 per month charge for pet rent. Cats must be neutered indoor cats. All pets must be full-grown, weigh no more than 30 pounds and are subject to management approval. All residents with pets are required to submit a veterinarian statement establishing the pet's weight (dogs), proof of neutering (cats) and the general health of the pet and status of all shots. All residents with pets must have a pet agreement on file. Dog owners must show proof of renter's insurance. **No aggressive breeds are permitted.** NO VISITING PETS ALLOWED. (The only exception to these policies would be pets, which are designated as service animals, required to accompany a resident with a verifiable disability for the specific purpose of aiding that person.)

**9. Parking:**

Applicant agrees to management's assignment of parking spaces. A maximum of two vehicles per apartment is allowed. **All vehicles must have current registration. Inoperable vehicles, construction vehicles, boats, trailers and other recreational vehicles are not permitted on the property.**

**Management reserves the right to request an additional security deposit not to exceed one and one half times the monthly rental rate. A co-signer will be accepted upon the absence of credit or rental history.**

This company and this community, does not discriminate on the basis of race, color, religion, sex, national origin, Handicap or familiar status.

**If applicant is not approved, a check for the amount of the refundable portion of the holding fee will be mailed in 14 business days. The \$30 per person application fee is non-refundable.**

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

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*APPLICANT'S SIGNATURE*

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*DATE*

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*APPLICANT'S SIGNATURE*

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*DATE*

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*AGENT FOR OWNER*