



Qualification Guidelines Effective August 1, 2015

Occupancy:

1 Bedroom- MAX- 2 people 2 Bedroom- MAX- 4 people 3 Bedroom- MAX- 6 people 4 Bedroom- MAX- 8 people

Age:

Applications are required for all adult occupants and all lease holders must be 18 years or older; students only allowed as co-signer

Citizenship:

Verified Social Security Number (Card or paycheck stub)

Criminal History:

Each person over age 18 required is required to have a criminal background check completed by our system. It is our policy not to accept prospective residents who have been charged with and or convicted of certain felonies and/or offenses and drug related offenses within a 24 month period. Our independent reporting agency searches for public records of any such background. If your application is rejected based on the discovery of public records that indicate an unacceptable criminal background; you will be given the name, address and phone number of the consumer reporting agency that provided this information.

Housing Choice Voucher Recipients:

All documents from HA must be completed in the office and personally delivered to the HA Caseworker by the applicant
Applicant is responsible for utilities for inspection unless otherwise arranged with Carod Properties

Income:

Gross verifiable income for all applicants must be a minimum combined 3x the monthly rent.

- Proof of Documented Employment and Income
- Copies of recent W-2 or 1099
- Employment contracts, letters or statement of income
- Copies of social security, pension checks, disability or savings accounts
- Ordered child support or alimony
- Student financial aid report and trust funds

Residential History:

12 months of positive verifiable residential history required
Mortgages can be considered for rental history
Personal references not accepted

Liability Insurance:

It is highly recommended that all residents carry liability insurance equaling \$100,000.00. Insurance can be obtained from any licensed insurance agency.

\$350 Holding Fee:

The applicant may request the property be taken off the market by paying a \$350 Holding Fee. By paying the Holding Fee the applicant acknowledges that the Holding Fee is **non-refundable** if the applicant fails to take possession at no fault of the owner, i.e. HA voucher change, failure to turn in documents on time to complete application or change of mind prior to signing. The funds from the holding fee will be credited towards the first full months rent.

Security Deposit:

Management may require a higher security deposit for purposes of acceptance, based on the overall application.

Multiple Applications:

There are instances of which there may be multiple applications. Our office will advise when we are aware of multiple applications. All applications will be reviewed and processed accordingly.

I understand the leasing qualifications outlined and agree to the terms set forth.

Applicant Signature: _____ Date: _____

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