

# Shippy Properties

## APARTMENT RENTAL CRITERIA

Shippy Properties does not discriminate against any person based on race, color, religion, gender, national origin, familial status or disability. The Rental Criteria below explains the policies of this community with regard to standards that must be met by each applicant in order to be approved for residency.

### Age

All applicants must be of legal age. All parties 18 years of age or older are required to complete an application and pay any and all applicable fees.

### Identity Verification

All applicants are required to show a valid driver's license, state issued ID card, military ID or a government ID.

### Credit History

Your credit history will be verified by a third party verification company. Management will receive a credit recommendation based on statistical data such as payment history, number and type of accounts, outstanding debt, and age of accounts. Based on the credit recommendation, the application will be accepted, denied or accepted with conditions.

### Income Verification

Written verification of income in an amount equal to 3 times the monthly rent per household will be required by one of the following:

- Pay stubs within the past 30 days
- Bank statements showing recurring pay deposits
- Previous Year Income Tax Return Prepared by a Professional Tax Accountant
- Letter from employer on company letterhead verifying current income and employment with paystubs, taxes, or bank statement. Or notarized letter from employer along with supervisor's business card (will be verified via phone my manager)
- Applicants with NO EMPLOYMENT must provide proof of bank balance equal to or greater than six months of rent and post a Refundable Deposit equal to 1 month's rent, or apply with a qualified and approved co-signer.
- Official Offer letter from employer stating salary, employment dates. In addition to prior employment verification.
- Co-signers will be required to prove 4 times monthly rent- full-time students, first time renter, income.

### Residence Verification

Management reserves the right to verify residence history for the last two years. If unable to verify any portion of your residency or it is unfavorable, a refundable deposit of one month's rent may be required and resident will be required to sign up for credit builder at the apartment community. **Management reserves the right to decline an application based upon unfavorable report(s) from prior landlords. \*\*broken leases, evictions, property debts must be over two years old and will require a one month rent as refundable deposit. Resident will be required to sign up for credit builder at apartment community. (applicants required to sign up for credit builder will be required to do this and have proof on the day of move in)**

### **Maximum Occupancy Standards:**

- |                                    |               |
|------------------------------------|---------------|
| • Efficiency/Studio                | Two persons   |
| • One Bedroom/One Bath             | Three persons |
| • One Bedroom/One Bath/Loft or Den | Four persons  |
| • Two Bedroom/One Bath             | Five persons  |
| • Two Bedroom/Two Bath             | Five persons  |
| • Three Bedroom/Two Bath           | Seven persons |



***Application Fees and Deposits: inquire to the community for details***

**Pet Criteria and Deposits:**

- A dog or cat is considered a pet
- Residents must sign Pet Agreement Form
- A veterinarian certificate must be provided verifying the pet's breed and current vaccinations.
- A maximum of two animals per apartment
- Pet rent/Fees and deposits will apply to each pet- **inquire to leasing office for details**
- Certain pets may be restricted based on weight and breed. See the Community Manager for details.

**\* Assistive Animals are not pets and are not subject to the above criteria.**

**Criminal History:**

*A criminal background check will be conducted on each applicant. The application will be denied for any of the following: Felony convictions for crimes involving the illegal manufacture or distribution of controlled substances within the last 7 years; felony convictions for crimes resulting in damage or destruction of property within the last 7 years; felony convictions for crimes resulting in bodily harm or involving weapons within the last 7 years; felony convictions for sexual offenses within the last 100 years; misdemeanor convictions for crimes resulting in bodily harm or involving weapons within the last 3 years; and exact name match on the OFAC Watch list.*

Please sign and return with the completed application.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_ For Shippy Representative \_\_\_\_\_

Application fee accepted \_\_\_\_\_

Deposit accepted \_\_\_\_\_

Administration fee paid \_\_\_\_\_

Accepted by \_\_\_\_\_ date \_\_\_\_\_

