

BRIAR PARK APARTMENTS POLICY AND QUALIFICATION ACKNOWLEDGEMENT

Welcome to our community. It is our policy to offer apartments for rental to the general public without regard to race, color, national origin, religion, sex, familial status, or handicap. Our staff is committed and obligated to treat each individual in a consistent and equally fair manner. To assist you with your decision about making Briar Park Apartments your new home, we provide the following guidelines used to qualify residents for tenancy in our community. Please note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and occupants currently residing at the apartments have met these requirements. There may be residents and occupants that have resided here prior to these going into effect. Additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various resident and credit reporting services used.

Please review this information before filling out an application and paying the following:

- **An Application Fee in the amount of \$ 50 for the application verification. This is a non-refundable fee per person.**
- **An Application Deposit in the amount of \$150 which is refundable if your application is not approved. It is non-refundable if your application is approved or you fail to move in. On move-in, the application deposit will be applied toward the security deposit.**

INCOME:

All persons applying for an apartment must have a local verifiable source of income in a gross amount no less than three (3) times the rental rate. Monthly income will require pay stubs or written verification. If three current check stubs are not available, the last two (2) years income tax returns would be needed. The rental rate for this apartment is \$_____, therefore, your monthly income amount must be no less than \$_____ to qualify.

BACKGROUND:

CREDIT:

Credit history for each applicant must be satisfactory and show in "Good Standing" for the past 24 months. No liens, bad debts, judgments or bankruptcies in the past two (2) years. A Social Security number or INS documentation is required to apply. Lack of established credit, a negative credit rating, or a score of less than 600 may be considered but require an additional non-refundable fee.

RESIDENCE HISTORY:

Present and previous residence will be verified for all applicants and proposed occupants and must show prompt payment, sufficient notice given, and a record free of outstanding balances. All applications with a balance due or two or more disturbance calls will be declined. All evictions will be declined. Less than twelve (12) months rental history may require an additional non-refundable fee.

EMPLOYMENT HISTORY:

A minimum of six (6) months employment with either the current or immediately previous employer is required of each applicant.

CRIMINAL HISTORY:

Any applicant or adult occupant convicted of a felony within the past fifteen (15) years will be declined. Any conviction or deferred adjudication for a violent crime involving harm to persons or property or Class A or B misdemeanors involving moral turpitude (drugs, prostitution, theft, sexual offense, etc.) will be declined.

OCCUPANCY:

The maximum number of residents permitted to dwell in an apartment shall not exceed two (2) occupants per bedroom. Up to two persons under the age of two years are not counted in this limit. The only exception to occupant limitations is anyone protected as familiar status under Federal Fair Housing Guidelines. In this case, we will allow 2 person per bedroom plus one additional person in the apartment home.

Applicant Signature

Date

Applicant Signature

Date

Signature of Agent or Owner

Date