



# Columbia Villas Rental Qualifying Criteria

**Thank you for choosing Columbia Villas Apartments. Please review our list of criteria.**



Please note that we provide equal housing opportunity; we do not discriminate based on race, color, religion, sex, handicap, national origin, familial status, and all other protected classes as required by federal, state and local law.

\_\_\_\_\_ **A complete application is required for anyone 18 years of age or older and pay \$50 non-refundable application fee.** Married couples can complete one rental application and **pay \$75 non-refundable application fee.** If a line is not filled in, or if the omission is not explained satisfactorily, we will return it to you.

\_\_\_\_\_ **Rental history must be verifiable from unbiased sources.** If you are related by blood or marriage to one of the previous landlords listed, or your rental history does not include previous landlords covering a period of at least 12 months, **a non-refundable double administration fee will be required.** It is your responsibility to provide us with the information necessary to contact your present or past landlords. We reserve the right to deny your application if, after making good faith effort we are unable to verify your rental history.

**If you owned-rather than rented your previous home, mortgage must be reflected on your credit report.**

\_\_\_\_\_ **Poor Rental History.** If in the last 3 years, you had broken leases or been through a court ordered eviction, your application will be denied. Broken leases and evictions over 3 years can be accepted with a **Non-refundable** administration fee equivalent to 1-month rent. No more than 2 broken leases/Evictions will be accepted.

\_\_\_\_\_ **Sufficient income/resources are required.** Your monthly gross income must equal 2.5x the amount of rental rate. We must be able to verify independently the amount and stability of your income. (For example: pay stubs, employer/ source contact. If self-employed: business license, tax returns, bank records) Notarized letters can be used for contractor's labor.

\_\_\_\_\_ **I.D must be shown. We require a photo I.D.** (a driver's license or other government issued photo identification card).

\_\_\_\_\_ **Criminal.** Management reserves the right to deny any felony and misdemeanor convictions older than 10 years. Automatic denials will include (sex offenders, assault/aggressive convictions, distribution of controlled substance, prostitution) If criminal history is accepted, **an additional non-refundable fee of \$200 is required.**

\_\_\_\_\_ **False information** is grounds for denial. Your application will be denied if you misrepresent any information on the application.

\_\_\_\_\_ **If you withdraw** your application after we have incurred screening expenses, all money paid will not be refund. If you get rejected for any of the reasons above, we will not refund any fees received.

**By signing below, you are acknowledging the Rental Criteria for Columbia Villas Apartments.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owners Representative Signature

\_\_\_\_\_  
Date