



# Pine Terrace Rental Qualifying Criteria

**Thank you for choosing Pine Terrace 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.

\_\_\_\_\_ **Completed Application.** Anyone over the age of 18 is required to fill out their own application and pay a **\$50 non-refundable application fee.**

\_\_\_\_\_ **Initial Administrative Fee Required.** A **\$50 non-refundable fee** must be presented to hold the unit in which you are applying for.

\_\_\_\_\_ **Verifiable Rental History.** All applicants must have 12 months of rental history or mortgage history. If you do not have verifiable rental history, you must pay an additional **non-refundable fee of \$200.00.** Negative rental history could result in your application being denied. If you owe a community or have an eviction or judgment on your record within the last 12 months, your application could be denied. If your application is accepted, you must pay an additional **non-refundable fee of \$300.00** per record.

\_\_\_\_\_ **Proof of Income.** You must prove your gross monthly income is 3X (times) the amount of the rental rate. We must be able to verify your source of income.

Qualifying Sources of Income	Non-Qualifying Sources of Income
Job Gross Monthly Income 3X monthly rent (6 or more months & provide 1 month's of pay stubs)	Worker's Compensation
Self-Employed 3 month's bank statement and 1 yr Tax return	Unemployment Insurance Benefits (minimum 6 month's remaining to be paid)
Disability Insurance (3X income)	
Social Security & Pension Retirement Payments	
College Room & Board Funding from University	
Proof of Alimony (6 months)	

\_\_\_\_\_ **Proof of Identity.** State or Government identification is required to rent an apartment. For example: State issued Driver License, State issued Identification Card, Green Card, Foreign ID Card, or Passport.

\_\_\_\_\_ **Criminal History.** Management has reserved the right to deny any felony and misdemeanor convictions. Automatic denials include but are not limited to sex offenders, assault/aggressive convictions, distribution of controlled substance, and prostitution. If criminal history is accepted, you must pay an additional **non-refundable fee of \$200.00.** Felonies have to be over 7 years and a misdemeanor 5 years for further consideration.

\_\_\_\_\_ **Pet Fees.** To have a pet on property, it is required to pay a **non-refundable \$300 pet fee.** There is **monthly pet rent of \$10.00 per month per pet.** Maximum of 2 pets per unit. Maximum weight limit of 30 lbs per pet. No aggressive breeds.



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\_\_\_\_\_ **Credit History.** Depending on your credit history will determine if an additional non-refundable fee will be required.

- Credit Score of 650+ - No additional fee is required.
- Credit Score between 550-649 – **Additional non-refundable fee of \$100 is required.**
- Credit Score less than 549 – **Additional non-refundable fee of \$200 is required.**
- No Credit Score - **Additional non-refundable fee of \$200 is required.**

\_\_\_\_\_ **6% Senior & 5% Medical and Student Discounts.** A discount will be given for seniors over the age of 55, students, and for medical employees. Proof will be required to receive the discount. For Example: Student ID, Class schedule, and valid identification, etc.

\_\_\_\_\_ **Falsification/Cancellation of Application.** In the event any information requested is falsified, your application will be automatically denied, and no monies paid will be refunded. Likewise, should your application be canceled after it has been approved, no monies paid will be refunded.

\_\_\_\_\_ **Utilities.**

- Electricity - Tenant responsibility. Electric account number must be provided before move-in.
- Other Utilities are billed by mail and payment will be made with your rent payment in the office:
  - Water/Sewer – Allocated fee. This amount will vary each month.
  - Gas – Allocated fee. This amount will vary each month.
  - Trash - \$10.00 per month flat fee.
  - Pest Control - \$6.00 per month flat fee.

\_\_\_\_\_ **Payments.** Online Application fees can be paid online with the online application. All other payments must be made with a Cashier’s Check or Money Order for fees prior to move-in and at time of move-in. Once a tenant moves in, you may pay your rent in the form of a personal check or online. No personal checks will be accepted after the 3rd of the month.

**By signing below, you are acknowledging the Rental Criteria for Pine Terrace Apartments.**

Applicant Signature	Date	Spouse Signature	Date
Owners Representative Signature		Date	