



Reserve at Steele Crossing Apartment Homes
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www.reserveatsteelecrossing.com

We recognize you have many choices for your new home and we are happy you have made the right choice and chosen us!!!

Reserve at Steele Crossing Qualifying Rental Standards:

- All Lease Holders 18 and over are required to complete an application, pay an application, meet all the qualifying criteria and are expected to be residents of the community. All applicants will be qualified in the same matter. All Occupants 18 years old and over are required to complete an application and pay the required application fee. Each Occupant over the age of 18 must pass section #3 and #9 of the Rental Standards in order to be approved as an occupant. If the occupant does not have verifiable income, or you do not plan to live at the community as your primary place of residence then see Co-Signer requirements.
- All Applicants are processed through Online Screening for the following: CRIMINAL & CREDIT
- CRIMINAL HISTORY – All Applicant Criminal Background Checks are processed through Crim-Safe/Online Screening.
 - Applicants that have a felony conviction or pending Felony Charge in the last 7 years are automatic denials.
 - Sex Offenders and Felony Sex related convictions are automatic denials. Sex related misdemeanor convictions are automatically denied within 15 years.
 - Felony Homicide & Robbery convictions within 40 years, Felony Sale or Manufacture of Drugs convictions within 40 years, Felony Weapons & Arson convictions within 15 years, Felony Assault convictions within 10 years and all pending felony charges are automatic denials.
 - As this is not a complete list of all criminal convictions, all applicants will be screened consistently to the Crim-Safe preset settings regarding all other convictions not listed above.
- CREDIT HISTORY – A Credit Report is obtained for all applicants over the age of 18 applying as a Lease Holder. Open bankruptcy status is an automatic denial. Falsifying information on your application will be an automatic denial.

<u>PRE-APPROVED</u>	<u>PRE-APPROVED W DOUBLE DEPOSIT</u>	<u>PRE-APPROVED LMR DEPOS</u>	<u>DENIED</u>
625-850	501-624	426-500	0-425

- Reserve at Steele Crossing verifies Employment and Income listed on all applications
- Reserve at Steele Crossing verifies previous Rental History: *Good Payment History* +100pts *Excessive Late Payment History* -100pts
- Rental History return as Current Eviction, Potential Lease Skip or Multiple Lease Violations is an override to DENIED
- EMPLOYMENT HISTORY – Applicants must be able to provide current proof of Employment
- INCOME VERIFICATION & REQUIREMENTS – Minimum Income Requirements - Gross Three (3) Times the amount of monthly rent and all charges and must be verifiable. (Ex: Rent and Charges: \$419.00 x 3 = \$1257.00 monthly income) Proof of Income can include 2 most recent check stubs, offer letter, court order for child support and proof that it is received, award letters, monthly student loan statements, current bank statements to show 3x the amount of rent and charges deposited reoccurring each month, employment verification form from Reserve at Steele Crossing. Lease Holders may combine income to qualify on the Income Requirements. Applicants that meet all the qualifying criteria except Section 9-Income due to family contributions/unverifiable income, may have the option to pay the lease up front, no less than 6 months in advance or to obtain a Co-Signer (See Section 12) Income verification must be processed first in order to use this qualifying option.
- INCOME VERIFICATION FOR SELF EMPLOYED APPLICANTS – You are considered self employed if you receive a 1099 at the end of the year for wages earned or if your employer pays you Cash or you work on a cash/tip basis. If you are self employed, you must be self employed for a minimum of 3 months – You must present true copies of your personal tax returns for the most recent years’ income statements (If self-employed for over 12 months) along with a copy of your 3 most recent bank statements showing deposits that are equal or greater than 3 times the amount of the rent and charges for the apartment in which you are applying for. If you are not able to provide the documents required to verify income, then your income will be considered unverifiable.
- RENTAL HISTORY – A Minimum of 6 months Satisfactory Rental History is preferred – 1st Time Renter Applications are accepted but may require additional deposits for a final approval depending upon Online Screening’s decision. Applications returned showing unpaid rentals will not be processed until acceptable documentation providing “Proof of Payment in Full” is received by our office. Once received, applicant could be approved with a deposit equal to 1 month of rent and charges. If current rental history is not returned from a previous landlord within 48 hours from the time of application, your rental history will be considered unverifiable.
- CO-SIGNERS – Must pay an application fee and must meet all qualifying criteria. Income must equal six (6) times the amount of monthly rent and all charges and must be verifiable according to the above Income Guidelines. (Ex: Rent/Charges \$419.00 x 6 = \$2514.00)
- APPLICANTS WITHOUT A SOCIAL SECURITY NUMBER – Any applicant that does not have a S.S.N. must provide a valid ITIN number so that a credit report can be obtained. Applicants without a SSN must be able to meet the qualifying criteria on Credit Screening, Criminal Background Reporting, Rental and Income Requirements. Verifiable documentation that is accepted as photo ID only – Passport or any other Government/State Issued ID. International applicants may complete the International Application provided through Bluemoon Forms. Capital Assets complies with all government, state and federal policies for leasing to applicants without a SSN.
- CORPORATE APPLICATIONS – Corporate Applications must be completed and signed by a corporate officer that has the authority to enter into legal contracts for the company. Corporate applications will be in a company name and screened through Online Screening. All Occupants must pass section #3 and section #9 of the criteria.
- PETS – We accept pets up to 75 pounds each – 2 pets per apartment maximum. If your pet is less than 50 pounds there is a non-refundable fee of \$300 per pet. If your pet is over 50 pounds, not to exceed 75 pounds, there is a non-refundable fee of \$400 per pet. Monthly pet rent of \$20 per pet. *Breed Restrictions Apply – Reference Pet Policy

Co-Signers must be present to sign the lease and are responsible for all lease obligations throughout the lease term.

***Adverse action letters will be given for each application decision**

All applications are processed within 48 hours – Application Deposits are non-refundable 48 hours after approval

ALL FEES ARE DUE AT THE TIME OF APPLICATION & ACCEPTED W/ PERSONAL CHECKS OR MONEY ORDERS

Please provide the following items SEPERATELY for immediate processing

- Non-Refundable Application Fee: **\$40.00** (per applicant over 18 years of age) **\$55.00** (per married couple applying together)
- Application Deposit: \$100 - 1 Bedroom, \$200 - 2 Bedroom, \$300 - 3 Bedroom
- \$195 non-refundable administrative fee is due upon application. This fee is only refundable in the event your application is denied.
- Move In Date must be scheduled within 30-60 days from the date of application, depending on the status of the unit being occupied or vacant
- Application Deposit & Admin Fee is refundable upon denial of application
- Driver’s License, State Issued Photo ID or Passport must be presented when touring the community
- Occupancy Standard (3) One Bedroom (5) Two Bedroom (6) Three Bedroom – Occupants - 12 months & older at time of lease signing

Applicant Signature

Date

Applicant Signature

Date