



Silver Creek Apartment Homes

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www.silvercreektulsa.com

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

Silver Creek Qualifying Rental Standards:

1. All Lease Holders 18 and over are required to complete an application, pay an application fee and meet all the qualifying criteria. 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 must pass section #3 of the Rental Standards in order to be approved as an occupant.
2. All Applicants are processed through Online Screening for the following: CRIMINAL & CREDIT
3. **CRIMINAL HISTORY** - All Applicant Criminal Background Checks are processed through Crim-Safe/Online Screening. Applicants that have a felony criminal history in the last 7 yrs are automatic denials. Sex Offenders and any Sex related offense are automatic denials. All Homicide, Arson, Robbery, Weapons, Drug Related Offenses including Sale or Mfg, and Assault related offenses are automatic denials.
4. **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.

APPROVED	APPROVED W DOUBLE DEPOSIT	APPROVED LMR	DENIED
625-850	501-624	426-500	0-425

5. Silver Creek Apartments verifies Employment and Income listed on all applications
6. Silver Creek Apartments verifies previous Rental History: **Good Payment History** +20 pts **Excessive Late Payment History** -20 pts
7. Rental History return as Current Eviction, Potential Lease Skip or Multiple Lease Violations is an automatic override to DENIED
8. **EMPLOYMENT HISTORY** - Applicants must be able to provide current proof of Employment
9. **INCOME VERIFICATION & REQUIREMENTS** - Minimum Income Requirements - Gross Three (3) Times the amount of monthly rent and must be verifiable. (Ex: Rent: \$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, Student Loan Statements, Current Bank Statements to show 3x the amount of rent deposited reoccurring each month, Employment Verification form from Silver Creek Apartments. Roommates may combine income to qualify on the Income Requirements. **Applicants that meet all the qualifying criteria except Section 9-Income** due to family contributions and 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)
10. **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 the last years' income tax return statements (If self employed for over 12 months) along with a copy of your 3 most recent bank statement showing deposits that are equal or greater than 3 times the amount of the rent for the apartment home 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.
11. **RENTAL HISTORY** - A Minimum of 6 months Satisfactory Rental History - 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. If Rental History is not returned from a previous landlord within 48 hours from the time of application, your rental history will be considered unverifiable. You may also be able to provide 6 months of cancelled checks made payable to your apartment community or landlord that have been endorsed and dated as proof of rental history.
12. **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 must be verifiable according to the above Income Guidelines. (Ex: Rent \$419.00 x 6 = \$2514.00 monthly income)
13. **APPLICANTS WITHOUT A SOCIAL SECURITY NUMBER** - Any applicant that does not have a S.S.N. must provide a valid ITIN 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. Capital Assets complies with all government, state and federal policies for leasing to applicants without a SSN.

Co-Signers must be present to sign the lease and are equally 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

1. Non-Refundable Application Fee: **\$40.00** (per applicant over 18 years of age) **\$55.00** (per married couple applying together)
2. Application Deposit: \$150 for a 1 Bedroom, \$200 for a 2 Bedroom, \$300 for a 3 Bedroom - \$100 is non-refundable upon approval.
3. Move In Date must be scheduled within 30 days from the date of this application
4. Application Deposit & Admin Fee is refundable upon denial of application
5. Driver's License, State Issued Photo ID or Passport must be presented when touring the community
6. Occupancy Standard (2) One Bedroom (4) Two Bedroom (6) Three Bedroom - Occupants are 12 months and older at time of lease

Applicant Signature

Date

Applicant Signature

Date