

## QUALIFICATIONS FOR APPROVAL

### **Applicant(s) must meet the following criteria for approval:**

- 1 A minimum of 2 years excellent credit history, minimum of 2 accounts.
- 2 A minimum of 2 years excellent employment history (If self-employed applicant must show proof of income, e.g. - tax returns, bank statements...)
- 3 Applicant(s) must have a valid social security number.
- 4 Applicant(s) must make 3 times the amount of the rent in combined monthly Income for a minimum of 2 years
- 5 Qualifying criminal background investigation.

If applicant fails to meet any of the above criteria, the amount of deposit will be equal to one month's rent or higher upon manager's discretion, or can be declined based on the above criteria

Applicant is required to submit a copy of most recent paycheck stub and prior W-2 form and or tax returns for two years. If a paycheck stub is not available, then a bank statement may be acceptable. If self-employed, applicant must submit a letter from accountant that shows year to date income in addition to two years of tax returns. These documents must be provided within two days of submitting an application.

Applicant(s) may choose or be asked to have a **co-signer**. The co-signer must submit a completed application with the application fee and must meet all the above-mentioned qualifications in addition to a minimum of two years excellent rental history or mortgage history. The **co-signer** must sign the lease before the proposed move-in date. **The amount of deposit automatically becomes equal to one month's rent or higher upon manager's discretion.**

A non-refundable application fee of \$125.00 per applicant is required for everyone 18 and over.

A non-refundable Administrative Fee of \$200.00 is required per apartment.

The deposit, first month's rent, administration fee and application fee(s) must be paid by electronic payments through Domuso Certified Funds option only.

All applicants (and co-signers when applicable) are required to show a driver's license, passport, and/or government-issued photo identification AND a valid United States Social Security Number or ITIN (Individual Taxpayer Identification Number). I20 (International Students) in conjunction with the acceptance letter from the school.

After application has been approved, if for any reason the applicant(s) must cancel, the landlord is entitled to a sum equal to 50% of one month's rent.

Upon approval, if the applicant moves in on the 25th day of the month or later, the applicant is responsible for the prorated rent for the present month as well as the rent in full for the following month.

#### **RENTAL CRITERIA FOR WATERFORD LANDING APARTMENTS-CONTINUED**

Pets are accepted on the following criteria. A dog or cat is considered a pet. (Up to 2 pets are accepted). Neither you nor your guest or occupants may bring any other animal(s) such as ferrets, snakes, other reptiles, rabbits, or any exotic animals or birds into the dwelling or community.

1. A veterinarian certificate must be provided verifying the pet's age, weight (not to exceed 75lbs), and current vaccinations.
2. A maximum of two pets per apartment allowed with a non-refundable fee for each pet.
3. One Pet: \$300.00 (non-refundable fee). Second Pet: \$150.00 (non-refundable fee) is due *prior* to move-in
4. Pet Deposit: \$0
5. Pet Rent: \$25.00 per month per pet.
6. A photograph must be provided for each pet.
7. Assistive animals are not considered pets and are not subject to the above criteria.
8. Pet waste removal charge of \$50.00 per occurrence if found not disposed of pet waste properly.
9. The following dog breeds are not allowed: Akitas, Alaskan Malamutes, American Bull Terrier aka Pit Bull, Chow, Doberman Pinscher, German Shepherd, Great Dane, Presa Canario, Rottweiler, Staffordshire Terrier, Siberian Huskies, Wolf Hybrid and mixed breeds that include one of the above restricted breeds.

**Residents are required to have a liability insurance policy of \$100,000 or more for the duration of their residency. WATERFORD LANDING Apartments, P.O. Box 3712 Albany, NY 12203 must be listed as an Additional Interested Party or Additional Certificate Holder. Proof of liability insurance policy (Declaration page and policy number) is due at move-in before keys will be released.** Waterford Landing is partnered with **ePremium** for the convenience of renters insurance; however, any insurance is accepted. You can obtain coverage at [www.epremiuminsurance.com](http://www.epremiuminsurance.com) or by calling **1-800-319-1390**.

Each leaseholder and or occupant can park one car on the property. No commercial or recreational vehicles permitted.

All applications and terms are subject to the manager's approval.

It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin.

**\*\*\*\*Prices and availability subject to change without notice\*\*\*\***

#### **Criminal Background Criteria**

A criminal background check will be run on all Applicants. The activities that may be grounds for rejection of any application after consideration is given as to the nature of the offense and the time since are as follows.

1. Criminal conviction within the last 5 years of a misdemeanor causing injury to a person or property.
2. Criminal conviction in the past more; breaking felony offense involving: damage, destruction or theft of property of a value of \$1000 or more; breaking and entering; assault or battery; arson; stalking; kidnapping, murder or attempted murder; manslaughter, terrorism; the sale, distribution or manufacture of any controlled or illegal substance or other offenses involving drug or alcohols; and gang-related activities or violence, provided however, the applicant may tender evidence of the extenuating circumstances surrounding the offense .
3. Any conviction for first-degree murder or any sexual offense or registration with the Florida Department of Law Enforcement or any other state.

**RENTAL CRITERIA FOR WATERFORD LANDING APARTMENTS-CONTINUED**

4. Any conviction second degree murder, kidnapping or arson within the past 30 years.
5. Eviction for Drug Related Criminal Activity: If applicant/any household member has been evicted from prior housing for drug related criminal activity, within 3 years, the application may be rejected.
6. Alcohol Abuse: If a determination is made that the applicant or any household member's abuse, pattern of abuse, of alcohol interferes with the health, safety or right to peaceful enjoyment of the premises by other residents, the application may be rejected.
7. If an applicant appears on the list of known terrorists and wanted fugitives as proved by the Office of Foreign Asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies.

The applicant agrees that the lease may be terminated in the event the applicant, after moving onto the property, is convicted of a felony or misdemeanor for a crime against a person, another person's property or against society, and/or appears on the list of known terrorists and wanted fugitives.

Note: This requirement does not constitute a guarantee or representation that residents or occupants residing at this apartment community have not been convicted of felony or are not subject to deferred adjudication for a felony.

**I have read and understand all the above qualifications for approval.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

