



# Qualifying Standards

It is the policy of Welbourne Management and Bischoff Properties to treat all current and prospective residents in a fair, professional manner, without regard to race, color, religion, sex, familial status, handicap, or national origin. Applicant or Applicants must be at least eighteen years of age.

**Availability:**

Applications for apartment homes will be accepted on a first come first serve basis and are subject to the availability of the apartment type requested. Rental rates are subject to change without notice.

**Rental Applications:**

An application for occupancy must be completed and maintained for each legal adult prospective resident who will be living in the apartment or contributing to the payment of rent. Any false information will constitute grounds for rejection of application and lease paperwork will be nullified. For each application, a non-refundable application fee applies.

**Security Deposits:**

A security deposit in the amount of at least half-month's rent is required prior to move in.

**Qualifying Standards:**

*Rental History:* Up to 24 months of positive rental history may be verified on present and previous residence. A positive record of prompt monthly payments, sufficient notice, and no damages are expected. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution.

*Credit Report:* An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one which reflects past or current bad debts, late payments, or unpaid bills, liens, judgments, or bankruptcies. If an applicant is rejected for poor credit history, the applicant will be given the name, address, and telephone number of the credit reporting agency that provided the credit report (but not told the content of the credit report). An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application to this community. The following criteria that we look for on the credit report: 1. Applicants who have filed bankruptcy must provide proof of discharge to be considered. Additional deposit may be required and re-established credit should be present. 2. Medical bills and student loans are not considered unpaid collections or write-offs. 3. Applicants with recent history of late/slow pays may be required to pay an additional deposit.

*Employment:* Stable employment record and income verification is required. In order for an application to be approved, he/she must earn a gross monthly income of three times the gross monthly rent. Acceptable income verification includes: 2 most recent paycheck stubs, a letter from the employer, the most recent W2 form; or for self employed applicants, a copy of the most recent tax return or certified verification from his/her company accountant or bank.

*Criminal History:* An applicant will be disqualified if the criminal history shows one or more of the following: 1. Convictions of the applicant or a member of the applicant's household of a felony in any state or federal court. 2. Arrest of the applicant or member of the applicant's household within the past 12 month period or conviction of the applicant or a member of the applicant's household within the prior 6 months for drug related activity or violent criminal activity. Drug related activity defined as the manufacture, sale, distribution, use of possession with the intent to manufacture, sell, distribute, or use of a controlled substance. (As defined in the Controlled Substance Act).

**Evaluation:**

Based on the above criteria, we may choose to accept or reject an applicant, or seek additional requirements for approving the lease. These requirements may include, but are not limited to, additional documentation of income or employment, additional rental references, an additional deposit, or a co-signer.

**Co-Signers:**

In the event a co-signer is required, he/she must complete an application for occupancy and meet all the income and qualifying standards. A co-signer will be fully responsible for the Lease Agreement if the occupying resident(s) default.

**Subletting:**

Subletting is strictly prohibited.

**Occupancy Standards:**

Occupancy standards must comply with Federal, State, and Local fair housing and civil rights laws, landlord-tenant laws, and zoning restrictions. The following standards should be used solely as guidelines:

<u>Apartment Size</u>	<u>Maximum Occupancy</u>
One Bedroom	2 Persons
Two Bedroom	4 Persons
Three Bedroom	6 Persons

**Roommates:**

Each person must complete an application and will jointly qualify for the apartment. Each is fully responsible for the entire rental payment, and each must execute the lease agreement and its supporting documents.

**By signing below, you acknowledge and fully understand and accept the terms for qualification for City View Farm Apartments. Furthermore, by signing below, you give consent for City View Farm Apartments to verify the information provided on the application and obtain a copy of my criminal and credit reports. I also acknowledge that the application fee is non-refundable and the security deposit and/or administration fee is fully refundable within 48 hours or should the application be denied. Please submit this page with your application.**

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Applicant Signature

\_\_\_\_\_  
Date

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Applicant Signature

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Date