



## SUMMARY OF RENTAL STANDARDS

**Lease Term:** 6 through 12 month lease terms are available.

**Application Fee:** A \$35.00 non-refundable application fee per person is required for anyone 18 years of age or older. Married couples may fill out one joint application for a non-refundable fee of \$35.00.

**Identification:** Each applicant must present two valid forms of identification. These forms include a government issued photo ID card, social security card or current passport. Matricula Consular ID cards are not accepted as a form of ID.

**Security Deposit:** Each apartment requires a refundable security deposit of \$300.00 at the time of apartment reservation. Deposit may or may not be refundable in accordance with the Apartment Lease Contract. Security deposits are forfeited and non-refundable if applicant does not cancel reservation in writing within 72 hours of signing Lease Reservation Agreement.

**Age:** Minimum age of 18 must be validated by driver's license or state issued photo ID card.

**Income:** The minimum monthly gross income must be equal to three and a half (3.5) times the amount of the monthly rental amount.

If Alimony/Child Support is used as income, notarized or court awarded documentation indicating amount and frequency of payment must be provided.

If Social Security is used as income, official documentation from the Social Security Administration indicating the amount and frequency of payment must be provided.

If Disability is used as income, official documentation from payment source indicating the amount and frequency of payment must be provided.

If Savings Accounts are used as income, bank statements from the previous three consecutive months prior to the date of application must demonstrate (1) sufficient balance to cover entire lease term and (2) balance has been maintained over the three month period with no major fluctuations per minimum monthly income requirements.

If Retirement/Trust Fund is used as income, official documentation from the company managing the fund, indicating the amount and frequency of payment must be provided.

If Scholarships are used as income, official documentation from the person or organization indicating the amount and frequency of payment must be provided.

If Military, a letter verifying income from military pr pay stubs covering past 30 days are required. Or, notarized documentation of military housing allowance is required.

**Employment:** Applicants must be gainfully employed with stable employment and employment must be verifiable. To verify employment either applicant must provide copies of pay stubs for last two consecutive months or officer of the company must fill out an Employment Verification Form verifying employment and gross monthly income.

If applicant is newly employed, a letter must be provided on company letterhead and signed by an officer of the company that states employment agreement and income or officer of the company must fill out an Employment Verification Form verifying employment and gross monthly income.

If applicant is self-employed, personal tax records showing reported income and paid taxes are required. Letters from CPA's or other such organizations will not be considered sufficient verification.

**Rental:** All applicants must have rental and/or mortgage history. Prompt payment record and/or satisfactory references for a minimum of six months. History that provides information showing a skip or eviction, balance owed to prior landlord, collections and/or breached lease may result in denial of application unless satisfactory restitution has been provided and is confirmable with the management of the property. In cases of an unsatisfactory rental and/or mortgage history that has been settled with the management of the property an additional amount to be added to the security deposit will be required.

For an applicant renting for the first time the applicant must either (1) pay an additional amount to be added to the security deposit or (2) must have a co-signor on the lease contract.

**Credit:** Satisfactory credit bureau rating for a minimum of two (2) years and seventy percent (70%) of all credit lines must show paid as agreed. An unsatisfactory credit rating can disqualify an applicant from renting an apartment or may require additional security deposit money to be paid or pre-paid rent to be paid. An unsatisfactory credit history is one that reflects past or current bad debts, numerous late payments or unpaid bills, liens, judgments or bankruptcies (new credit must have been established with a clean record when reviewing bankruptcy).

For an application renting with very little or no credit history the applicant must either (1) pay an additional amount to be added to the security deposit or (2) must have a co-signor on the lease contract.

**Criminal History:** A criminal background check will be conducted for each applicant. The criminal search will be run on a nationwide, statewide and county level. If you have been arrested, convicted or received deferred adjudication for any of the following your application will be automatically denied: a felony offense for any weapons charge, any drug related crime, burglary, sex crime and/or assault. All other crimes are subject to management approval. DUIs and DWIs are not reason for denial.

**Rental standards continued on back side of this form. Please sign acknowledgment on bottom back of this page.**



**Pet Guidelines:** The maximum number of pets allowed per apartment is two (2). Certain animals and breed of animals are restricted. A \$300 pet fee will be required for one animal and \$500 for two. This fee only covers the basic cleaning costs for the apartment and may cover part of any damage, repairs or replacement charges beyond normal wear and tear.

Canine and/or feline (Dog or Cat) must be house broken and properly inoculated. **A weight limit of 20 pounds applies to all animals.** Any animal that is determined by management to be ill suited for apartment living in the judgment of the apartment management will be restricted.

**Breeds that are restricted are Akita, Chow, Doberman Pincher, Elkhounds, German Sheppard, Pit Bull, Presa Canarios, Rottweiler and Wolf Breeds.**

Any other pets, reptiles, rodents or exotic pets must be approved by management prior to move in.

**Rental Payment Procedures:** Rent for each apartment will be due on the first (1<sup>st</sup>) day of each month. Late fee charges begin on the fourth (4<sup>th</sup>) day of each month. The late fee charge on the 4<sup>th</sup> will be \$35.00 followed by \$15.00 each day after the 4<sup>th</sup> until the rent has been paid in full. Late fee charges can be charged daily up to 15 days.

In the event of a returned check a \$35.00 NSF fee will be charged to the account as well as a \$30.00 late fee charge for returned rent checks. After a returned check only certified funds such as money order or cashier's check will be accepted for a 12 month period. After the 12 month period personal checks will be accepted; however, in the event of a second NSF check management will only be able to accept certified funds for the remainder of residency.

**Availability and Waitlist Procedures:** Applications for apartment homes will be accepted on a first come, first serve basis and is subject to the availability of the particular floor plan desired.

If the particular floor plan is not available at the desired time the applicant can be placed on the property waitlist. Once contacted about apartment availability, applicant will have 24 hours to respond as to whether or not the available apartment is suitable for their needs and desired move in ready date. In the event that the applicant does not respond within the 24 hour time frame the apartment will be reserved to whoever reserves the apartment first by paying the deposit and signing the Lease Reservation Agreement. **No apartment reservation is fully official until the required security deposit has been paid and the Lease Reservation Agreement is signed.**

**Intra Community Transfer:** Resident must fulfill six months of their original lease and provide at least 30 days notice prior to transfer, unless other arrangements have been made with management in writing at or before the time the original lease contract is signed. A transfer fee of \$200.00 will be required to be paid at the time of the new (transfer) unit is reserved. The transfer fee only covers basic cleaning costs and any costs concerning damage and/or replacements costs for items affected beyond normal wear and tear will be charged separately to resident's account.

**Renters Insurance:** Management does not require residents to obtain and/or maintain renter's insurance; however, strongly recommends that all residents obtain renter's insurance. The insurance of the property does not cover the personal property of the resident or resident's guests.

**Co-Signor:** Co-signors for applicant must have a minimum gross monthly equal to five (5) times the amount of the monthly rental amount. Co-signors must fill out a separate application and pay the application fee of \$35.00. Co-signor will be required to sign original lease contract and will be considered a lease holder and will be responsible for all terms and conditions pertaining to the lease contract.

**Disclaimer:** Management does not guarantee, warrant, or represent that all residents and occupants meet the above criteria due to the length of residency in comparison to when the criteria was implemented or amended.

**Acknowledgment that Rental Standards information was made available to applicant:** By signing below the applicant verifies that the rental standards information for the community have been provided and that the applicant has had an opportunity to review the information. If the applicant does not meet the standards requirements, or if applicant provides inaccurate or incomplete information, the application may be rejected and application fee will not be refunded.

**Consent for Release of Information:** By signing below applicant authorizes Heritage Hill Apartments to request information from other sources to confirm if applicant is qualified for residency. These sources include but are not limited to the following: credit reporting agencies, criminal reporting agencies, past or present landlords, past or present employers, organizations or individuals other than employers who provide financial services or assistance, financial institutions and/or support and alimony providers. Applicant acknowledges that a photocopy of this authorization may be used as proper permission to others to release the information to Heritage Hill Apartments. This consent is only for Heritage Hill Apartments and is not authorized to be used by any other company or persons.

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Applicant Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Heritage Hill Apartments Representative

\_\_\_\_\_  
Date

In compliance with State and Federal Fair Housing Guidelines, this property does not discriminate on the basis of race, color, religion, handicap, familial status or national origin.

