PLEASE INCLUDE $25.00(single) OR $35.00(couple) CHECK OR MONEY ORDER WITH EACH APPLICATION

Rental Criteria

We are an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws. All applications will be reviewed in the following areas:

MINIMUM AGE

All applicants must be at least 18 years old. Any minors who will occupy the apartment on a regular basis must be listed on the application and must be under the direct supervision of the adult applicant(s).

CREDIT

All credit status will be checked through the appropriate credit bureau. If no credit record can be obtained, we may phone the credit references that you have supplied on the application.

RESIDENT/RENTAL HISTORY

A minimum of six (6) months rental history is required during prior two (2) years. Must be able to verify residency for the last twelve months. Past housing rental references must be positive. Any balance due your prior landlord(s) must be paid before approval. Negative rental history will be considered on a case-by-case basis.

EMPLOYMENT/INCOME

Must have current employment or job offer that meets the income criteria. All employment used to meet the income criteria will be verified, including salary amount, start date and a current paycheck stub. Applicant must have been continuously employed a minimum of three months prior to the application date. Self-employed individuals must provide copies of tax returns, which will be used to verify income. Full amounts of social security and disability income can be used to qualify. Other sources may be used as well. Monthly income must meet the minimum requirements as set forth by each property. Applicant income must be a gross amount of no less than three times the rental rate.

DEPOSIT

Once your application has been approved, we require a $350.00 deposit to secure the apartment for you. This deposit is non-refundable. It will be retained as liquidated damages if you fail to sign or attempt to withdraw your application.

VEHICLE CONDITION

All resident-use vehicles must be listed on the application and must adhere to the property's Vehicle Policy.

CO-SIGNER POLICY

Only accepted for full time students or those who have graduated within the last year, military, or retired over 55. All co-signers must complete an application in addition to completing the move-in paperwork, (Co-Signer Agreement).

NUMBER OF OCCUPANTS

	1BR	2BR	3BR
Maximum Occupants:	**2**	**4**	**6**

CRIMINAL

To qualify you must not have any indictments, convictions or be charged with a felony for the sale or distribution of a controlled substance, violent crimes, or burglary or theft. All other indictments, convictions and charges will be reviewed on a case-by-case basis.

APPLICATION PROCESS

We evaluate every apartment application in the following manner. You must submit a rental application with all questions answered on the form, pay the nonrefundable application fee of $15.00(single) $35.00(couple) in a money order or check, and provide a copy of identification (Driver's License or Picture I.D. Card). We will determine whether, from your responses to the questions on the application if you qualify for the apartment for which you are applying. If you do not, we will reject your application. If you do, we will send your application to our screening company. The screening company will check your credit report and criminal history. We will then verify employment and rental references to confirm they meet our rental criteria. This process takes one to two days. We will rent available apartments to applicants in the order that their applications are approved. If we are unable to verify any information necessary for the processing of an application or if an application is deficient in any of the categories outlined, the entire application may be rejected. PLEASE TAKE YOUR TIME AND FILL OUT YOUR APPLICATION THOROUGHLY TO INSURE TIMELY PROCESSING. PRIVACY NOTICE AVAILABLE UPON REQUEST.

EACH CO-RESIDENT AND EACH OCCUPANT OVER 18 MUST SUBMIT A SEPARATE APPLICATION. SPOUSES MAY SUBMIT A JOINT APPLICATION.

THE CRITERIA ARE SUBJECT TO CHANGE AT ANY TIME AT THE SOLE DISCRETION OF MANAGEMENT SOLUTIONS, INC.

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Signature of Applicant **Signature of Management Representative**

_____ _____

Signature of Applicant **Date**