

**ELM CREEK APARTMENTS  
RENTAL CRITERIA**

We support the Fair Housing Act as amended, prohibiting discrimination in housing based on race, creed, color, religion, national origin, handicap, or familial status.

The following qualification standards will be required from every prospective resident.

To apply for an apartment, you must be at least 18 years old. Each person moving in with you who is at least 18 years old must apply on their own. Applicants who will not sign the Lease Agreement and will not be financially responsible for the rent (occupants) will be processed for criminal history only.

A supplemental application and supporting documentation are required for all non-citizens of the United States.

There are no refunds for application fees.

**Occupancy Standards:**

Two persons per 1 bedroom. (Exception: Child under 24 months of age).

**Employment Stability (current and previous)**

All leaseholders (applicants who will be signing the Lease Agreement) must provide proof of income. We will accept paystubs worth 1 month in PDF format printed out or emailed to us. Phone screenshots will not be accepted. If applicant has less than 6 months of current employment, previous employment must be verified as well.

Self-employment must be verified with previous year's tax return and 6 months bank statements.

If not employed, evidence of regular monthly income must be provided. Social Security Benefits, Child Support and related assistance must have supporting documents for such income to be considered.

**Rent/Earnings Ratio:**

Applicants must provide proof of income by 3 most recent pay stubs. Applicants with monthly income less than 3 times the monthly rent may be considered only with an Approved Co-Signer.

**Co-signer:**

In case if income requirement not met, the applicant can have a Co-signer.

Co-signer must be a U.S citizen, make at least 5 (five) times rent and have a good credit and rental/mortgage history.

Co-signers must submit a Guarantor Application and if approved, must sign a Guarantor Agreement.

**Credit Rating:**

Applicants should have Satisfactory Rental Credit Rating. If Rental Credit rating is less than satisfactory applicant may be denied or considered with a Co-Signer or with an additional deposit and/or High-Risk Fee.

**Rental History:**

Rental history will be verified. All Evictions within the last 5 years will be denied.

We offer a 2<sup>nd</sup> Chance program if no more than 2 Broken Leases, must be over 5 years ago and good rental history has to be established an additional deposit and/or high-Risk fee may apply. Homeownership/ mortgage payment history must be verifiable via credit report or written documentation from Mortgage Company. **First time renters may apply if all criteria are met and reviewed at landlord's discretion,** an additional deposit and/or High-Risk Fee may apply.

**Criminal History:**

We will not accept any applicants who has been charged, detained or arrested with felonies within last 7 years.

**Deposit Requirements/Lease Protect Option: Based on applicant screening results**

**If Accepted** - will require a traditional deposit of \$550 or a non-refundable Lease Protect fee of \$149.

**If Conditionally Accepted** - will require a traditional refundable deposit of \$700 or a nonrefundable Lease Protect fee of \$199.

**Lease Protect program only reduces your move in cost instead of having to pay the traditional deposit. Please be aware that you will be responsible for any move-out charges or fees.**

**If the applicant changes their mind about renting the apartment AFTER the application has been approved, all Deposits are non-refundable.**

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**Pet Requirements:**

**Restricted breeds of dogs, but not limited to, may change without notice:** Akita, Doberman pinscher, Rottweiler, Dalmatian, Pit Bull, Chow, Wolf Hybrid, and Bull Mastiff etc. All Aggressive & Large Breed Dogs are considered to be prohibited on the premises.

Weight maximum is 50 lbs. per animal and no more than 2 pets per household.

A pet agreement is required for all approved pets.

A refundable Pet Deposit of \$200, Nonrefundable Pet Fee of \$200 and a \$25 monthly pet rent, will be required per pet.

The above are guidelines. Any exception may be made by the management with supervisors' written approval only.

**Management also reserves the right to require additional deposit and/or High-Risk Fee for any exceptions.**

**ALL APPLICATION FEES AND DEPOSITS MUST BE PAID VIA MONEY ORDER / CASHIER'S CHECK OR ONLINE.**

**\*\*\* I HAVE READ AND ACCEPT THE ABOVE QUALIFICATIONS. I FULLY UNDERSTAND THAT MY DEPOSIT MAY NOT BE REFUNDED IF I HAVE FALSIFIED ANY INFORMATION ON THE APPLICATION OR IF I CHANGE MY MIND ABOUT RENTING THE APARTMENT AFTER I HAVE BEEN APPROVED.**

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

(Printed Name) \_\_\_\_\_ Date: \_\_\_\_\_

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

(Printed Name) \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Apartment Representative

(Printed Name) \_\_\_\_\_ Date: \_\_\_\_\_