

Retreat at Fossil Creek

GENERAL RENTAL AND OCCUPANCY CRITERIA GUIDELINES

ALL APPLICATIONS FOR RESIDENCY WILL BE EVALUATED USING THE FOLLOWING CRITERIA:

**RENTAL APPLICATIONS MUST BE PROCESSED ON ALL PROSPECTIVE RESIDENTS
18 YEARS OF AGE AND OLDER WHO WILL BE THE RESPONSIBLE LEASE HOLDER.
CRIMINAL is ran on ALL Occupants 18 years old and older**

A NON-REFUNDABLE \$45.00 APPLICATION FEE MUST BE PAID FOR EACH OCCUPANT 18 YEARS OF AGE AND OLDER.

I. SALARY/INCOME

APPLICANTS RECOMMENDED, "APPROVED" BY RETREAT @ FOSSIL CREEK MUST COMPLY WITH THE FOLLOWING INCOME REQUIREMENTS

- Prior to application approval income must be verified by obtaining one of the following: confirmation on employer letterhead, or copies of the last two payroll check stubs.
- Must be currently employed for the past 12 months. If less than 12 months, prior employment must equal at least 18 months or proof of full time student status. If unemployed or retired, proof of income/assets by providing annual summary reports or prior two years tax return reflecting such retirement or settlement income. Income must equal to 3 times the contractual amount of the lease term.
- Co-signer's income must equal to 6 times the contractual amount of the lease term.
- Roommate applications must be processed simultaneously.

II. MARGINAL APPLICATIONS

- If apartment rent exceeds 3 times the verifiable gross monthly income, then a guarantor may be allowed if they meet rental requirements and qualifications.
- A screening of eviction and/or rental history will be performed on applicants that represent a higher risk than Retreat at Fossil Creek would normally accept. If an eviction record or lease violation is discovered, the application will be declined.
- Resident History-six months of verifiable rental history or a qualified guarantor required.

III. DECLINED APPLICATIONS (If any of the following apply, the application will be declined);

- No verifiable income or salary
- Poor payment history from Credit Reporting Agencies. Student loans and Medical expenses waived. A guarantor may be considered for someone with no credit, but not for those with poor credit.
- Falsification of the Application
- Criminal Record – **Any past felony conviction** will result in a declined application. **Any felony arrest** during the **past 7 years** will result in a declined application. In addition, any **misdemeanor conviction** or arrest in the past 7 years related to public peace, weapons, illegal drugs, or sex crimes, will result in a declined application.
- Prior eviction or poor rental reference.
- Balance owed on past rental(s).

IV. SECURITY DEPOSIT REQUIREMENTS

- An application deposit is required to be paid in full at the time of application. At move in the application deposit will transfer to the security deposit. If applicant is declined, a check for the full deposit amount will be mailed within thirty (30) days of notification. If after seventy-two (72) hours you or any co-applicant withdraws an application, we will retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.
- All rent, deposits, and fees must be paid by check, money order or cashier's check. No cash will be accepted.

V. OCCUPANCY STANDARDS

- ONE BEDROOM 2 Occupants
- TWO BEDROOM 4 Occupants
- THREE BEDROOMS 6 Occupants

Resident Signature_____

Date_____

Resident Signature_____

Date_____

