

Resident Qualifying Criteria

We are delighted that you are interested in leasing a dwelling in our apartment community. In order to help in making your decision, we have listed below the criteria for qualifying as a resident with us.

- 1.) A separate application must be thoroughly completed, dated and signed by each applicant as well as any occupant over the age of 18 and all co-signers. Spouses may complete one rental application.
- 2.) The rental application will be reviewed at the time of submission to ensure we have all information needed to determine your eligibility.
- 3.) Prior to move-in, each applicant must provide a government issued photo identification and allow it to be copied in order for management to confirm their identity.
- 4.) If applicant's family will be occupying the dwelling, family size must be appropriate for the available apartment, i.e., no more than two persons per bedroom. Children younger than six months are not considered occupants of the apartment at the time of leasing signing. When they are six months old they are considered occupants.
- 5.) Employment and monthly income must be verifiable. Total monthly income of all applicants must be 3.0 times the monthly rent. However, an applicant may qualify with income of 2.5 times the monthly rent if they pre-pay last month's rent or pay a full month's deposit. Applicant should have 6 months of rental history and 6 months of job history. Retired or self-employed applicants must provide a bank statement or tax return for the previous year that reflects the income required. Applicant should have at least "or no less than" 65% positive current credit.
- 6.) Applicant(s) may be denied occupancy for the following reasons:
 - Falsification of application by any applicant
 - Incomplete application by any applicant
 - Insufficient income (total all applicants)
 - Felony and some misdemeanors such as controlled substances, etc...
 - Criminal conviction history of violent or sexual crime committed by any applicant
 - Poor credit history of any applicant (credit reports are obtained); previous bankruptcy (requires additional security deposit equal to at least one month's rent)
 - Poor rental history profile of any applicant (rental history reports obtained)
 - Rental history of: Non-payment or frequent late payments of rent, eviction, drug use, poor housekeeping, poor supervision of children, unruly or destructive behavior by applicant, applicant's children, or applicant's guest or violence to persons or property by applicant, applicant's children, or applicant's guest
- 7.) An application fee of \$35.00 is due in separate money order or check which is non-refundable. In order for us to hold an apartment, we require a \$300 holding fee. If you are not approved, for any reason, this money will be refunded immediately. However, if you are approved, it will be applied to your first month's rent and become non-refundable if you do not move in by the agreed upon date.
- 8.) The standard security deposit is \$250 for a studio or 1bd apartment and \$350 for a 2bd apartment. There is also a \$125 deposit for all 1bd apartments and a \$225 deposit on 2bd apartments for the electric service. This fee is due on the day you pick up keys, and fully refundable at move out as long as utilities are paid on time and in full for the term of your lease contract.

We do not discriminate on the basis of race, color, creed, religion, sex, national origin, sexual preference, disability, or familiar status. The tenant selection criteria include factors such as criminal history, credit history, current income and rental history. Signing this acknowledgment indicates that you have had the opportunity to review the landlord's tenant selection criteria. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected, and your application fee will not be refunded.

Rental Terms and Pets

- 1) **LEASE TERM:** All rental rates are based on a twelve (12) month lease term period. Short-term leases may be for a shorter period of time at a PREMIUM rate as follows: nine (9) months at seventy five (\$75) per month premium, six (6) months at one hundred (\$100) per month premium, less than six (6) months

- including MTM is one-hundred dollar (\$100) per month premium (only available on lease renewals). On short-term leases, rent and move-in specials are not applicable.
- 2) **WASHERS/ DRYERS:** City Central can install an energy efficient stackable washer/dryer in most floor plans for an additional \$50/month. We can install washer/dryer hookups in your unit for an extra \$20/month. City Central will only install washer/dryers for residents who sign 12 month leases.
 - 3) **PRORATED RENT:** If the resident's move-in date is after the first of the month, the prospective resident is required to pay, at the time of the lease signing, a full month's rent and the prorated rent due will be due the second month. The lease is deemed to commence on the first day of the first full month the resident occupies the suite.
 - 4) **KEY CARDS:** City Central will provide new Residents one key FOB, one mail key & one house key per bedroom. Additional key FOBs, house & mail keys are available for \$30, \$15 & \$15 respectively.
 - 5) **FURNISHED APARTMENTS:** City Central offers furnished apartments for an extra \$175/month on one-bedroom apartments and \$250/month on two bedroom apartments. Furnished apartments include basic furniture and lamps. 12 month lease required unless part of a corporate contract.
 - 6) **UTILITIES:** Residents are required to put the electricity to the apartment into their name before moving into the apartment. If this has not been done, resident will be charged a \$50 fee and will have two additional days to put electricity in their name until it is shut off by management. You can do this by contacting Direct Energy or TXU or any other electric provider. Water and rubbish are re-billed to resident monthly, and is based upon the number of people living in the home and the property's monthly water and rubbish bills.
 - 7) **APARTMENT INSPECTION:** Resident should notify manager of any problems with their unit within seven (7) days of move-in or it will be assumed at lease end that damage was not present in apartment at lease commencement & any costs to fix damage will be the responsibility of Resident.
 - 8) **PETS:** The pet deposit is \$300 per pet (1/2 is non-refundable) for pets 25 lbs or less. For pets 26 lbs or more a \$400 pet deposit is required (1/2 is non-refundable). Limit of two pets per apartment. All pets must have proof of being spayed or neutered and have proper vaccinations and rabies shots. No aggressive breeds allowed. Pet interview/approval required by management prior to move-in.
 - 9) **APARTMENT DEPOSIT:** Standard security deposits are \$250 on 1bd apartments and \$350 on 2bd apartments. In order for us to assign you an apartment, we require that you pay a \$300 holding fee. If you are not approved, for any reason, this money will be refunded immediately. However, if you are approved, it will be applied to your first month's rent and become non-refundable (if you do not move in by the agreed upon date).
 - 10) **UTILITIES DEPOSIT:** There will also be a \$40 deposit on all 1bd apartments and a \$60 deposit on all 2bd apartments for the water/sewer/gas/trash usage. This deposit is due when you pick up your keys and is fully refundable at move out as long as your utilities are paid on time and in full for the term of your lease contract.
 - 11) **QUIET ENJOYMENT OF HOME:** Fines are issued after 2 warnings on the following rules:
Loud music, performing major vehicle repairs on premises, obstruction of curb appeal e.g. using patios/balconies for storage of any kind, drinking outside on the premises (alcoholic beverages), littering in entryways, dumping trash in undesignated areas, leaving children unsupervised. All fines apply to all rules and or violation of the Lease Contract and addendums added.
 - 12) **UPGRADED APPLIANCES:** City Central offers upgraded stainless steel finish refrigerator and stove (with a flat cook top) and an upgraded black dishwasher for \$40/month in certain units. Twelve Month lease required for appliance upgrades
 - 13) **PARKING:** Each apartment will be issued one parking sticker per bedroom. An additional charge of \$30 per month will be due with rent for each resident requesting an additional parking sticker.