



Thank you for considering **Patriot Place Apartments** for your new home. We strive to make your future housing decision as easy and comfortable as possible, so if you have any questions or comments please feel free to contact us. The following information explains our acceptance criteria by which all applicants must qualify. All adult members of the household must complete a separate application. All members of the household (including minors) must be listed on each application. Once your application(s) have been reviewed we will then perform the following:

Housing Reference – We will contact your previous housing providers with whom you have established rental history. The housing provider must be a non-bias source and you must have had a valid lease in order for the provider to be considered as a reference.

Income– As part of the screening process, sufficient sources of income will be verified on behalf of the applicant(s).

Credit Report – We will be performing a credit check. Any delinquent housing accounts or rental judgments appearing on the report will result in automatic denial.

Conviction Records Check – A conviction records check will be performed to determine if an applicant has been convicted of any crime that would be detrimental to the property and the wellbeing of the members of the community.

Once we have collected the above data, we will evaluate it through our acceptance criteria as follows:

Acceptance Criteria: Our acceptance criteria are designed to be a fair and reasonable way for our company to provide equality to all applicants. We are required to comply with all Federal, State and Local fair housing regulations.

- 1) *Housing Reference* – We will contact your housing providers to confirm that each adult member of the household is in good standing with the provider(s). A good housing reference would consist of timely rental payments, abiding by lease policies and the rules and regulations, and willingness on behalf of the provider to re-rent or renew to your household. Renting from a relative is not considered rental history. All housing references must be received from an objective third party. **Applicants without two years of verifiable housing may have the opportunity to secure a parent or guardian as a qualified co-signer or guarantor.** The co-signer must meet our acceptance criteria.
- 2) *Income* – We will verify a source of income that substantiates the applicant's ability to pay the monthly rental amount in a timely manner. Suggested items to be offered as proof of income are verifications from a current employer, current pay stubs, proof of assets and housing grants/loans. **Applicant's without the required personal finances to secure the apartment may have an opportunity to secure a parent or guardian as a qualified co-signer or guarantor. ****Undergraduate students will be considered for approval with a qualified co-signer or guarantor.**
- 3) *Credit Report* – We will cross-reference your credit report with the information you have provided on your application, checking for all information to be consistent. We will also evaluate your credit history focusing mainly on housing and housing related issues including utility bills. Medical bills and student loans are not considered. **Applicants for residency without an established credit history may have the opportunity to secure a parent or guardian as a qualified co-signer or guarantor. ***International Applicants with no social security number may be approved with verification of income, a valid passport and a valid WORK VISA or Student Visa. Additional deposit may be required.**
- 4) *Conviction Records Check* – We will be looking at the past ten years of conviction records to check for housing related convictions as well as convictions that would be considered a danger to the property or the residents of the neighborhood. Felony convictions will be considered as a basis for denial.

Application Fees – An application fee must be submitted along with the completed rental application. The application fee is non-refundable under ALL circumstances; whether the application is approved or declined.

Holding/Administrative Fees – A non-refundable fee is required to reserve an apartment. The fee, in some circumstances, will be applied to future rental payments upon move in.

Security Deposit – An amount of required security deposit will be determined during the qualifying process. The Security Deposit must be paid in full on or prior to the day of move in. The Security Deposit, or any portion thereof, may be applied by Management to satisfy all or part of the Resident's obligations.

Occupancy Standards and Multiple Residents: Management reserves the right to limit the number of persons residing in an apartment to two (2) per bedroom. Multiple Applicants/residents must qualify individually for the apartment with certain allowances being made for combined income of multiple applying lessees.

We would like to thank you again for considering Patriot Place Apartments. We look forward to making our home your home.