

## **General Requirements and Qualifications**

The rental application has been designed to allow for a thorough background check on all prospective residents. An application must be submitted on each resident 18 years of age or older.

### **I. RENTAL/MORTGAGE HISTORY**

Present and previous residence may be verified for all applicants and proposed occupants. We must obtain verification of a satisfactory rental history, which includes timely rent payments, proper notice of cancellation or non-renewal, no outstanding balances or history of lease violations. All applicants who have been previously evicted will be declined. The head of the household must be 18 years or older and physically occupy the apartment and meet all criteria.

### **II. APPLICANT SCREENING**

We use third party screening to verify and evaluate all applications for residency. The third party screener will evaluate information provided with a scoring model that is uniform, fair, and unbiased for all applicants. Once the third party provider evaluates all the information, a recommendation will be given on whether the applicant meets the criteria set forth for all new residents in order to be approved for residency. If the application is denied, the applicant will receive specific contact information from the third party provider to which any questions can be directed. A complete investigation of credit history of each applicant will be made and will require a satisfactory rating.

- **An additional deposit equaling half a month to a full month's rent may be required based on credit rating and will need to be paid by certified funds within 48 hours of notification.**
- **Any applicant with a negative check writing report will be required to make all payments in certified funds only.**
- **Bankruptcies must be discharged. An active or open bankruptcy will not be accepted.**

### **III. CRIMINAL BACKGROUND CHECKS**

We perform criminal background checks in accordance with applicable federal and state laws. Your signature authorizes us to check not only your credit history, but also any arrests or convictions. You will be required to answer questions on the application stating whether you have been convicted or arrested of a crime; and, if so, what the crime was, when and where it occurred and the disposition of that charge. Any unsatisfactory criminal background check revealing a serious charge including, but not limited to, conviction of a felony or deferred adjudication of a felony will result in denial for your application. However, not all crimes disqualify you from living at the community. Crimes that result in denial of residency are those which pose a serious threat to the health, safety and welfare of persons living and working in our community. Your application for residency will be rejected if a criminal background check reveals serious charges, including but not limited to: a listing as a Sexual Predator or Offender, any felony conviction, convictions for any of the misdemeanor offenses listed below, pending felony charges, guilty pleas to any felony or any of the following misdemeanors: burglary, attempted burglary of a vehicle, attempted theft of a person, attempted theft over \$200, criminal mischief over \$200, unlawful carrying of a weapon, pornography, physical assault, sexual assault, enticing, injury to or obscenity with a child, drug related charges, cruelty to animals, forgery, terror threat, obscenity, indecent exposure and/or sexual molestation. Our ability to verify criminal history is limited to the information made available to us by the credit reporting agencies. Any and all DWI convictions must be 2 years or older from disposition date.

### **IV. FOREIGN NATIONAL APPLICANTS**

Applicants indicating themselves to be non US citizens must complete a foreign national applicant addendum and provide supporting documentation. All other applicable requirements will be verified.

### **V. OCCUPANCY REQUIREMENTS**

<b>One Bedroom</b>	<b>No more than two occupants</b>
<b>Two Bedroom</b>	<b>No more than four familial status occupants or three non-family occupants</b>
<b>Three Bedrooms</b>	<b>No more than six familial status occupants or four non-family occupants</b>

### **VI. PET RESTRICTIONS**

Billingsley has a two animal per unit limit. Only cats and dogs are allowed. We do not authorize any reptiles, birds or exotic breed of animals or the following breeds of dogs to live on the property: Rottweilers, Pit Bulls, Chows, Dobermans, Staffordshire Terriers, Bull Mastiffs or Wolf Hybrids and/or any mixed aggressive breeds.

**VII.** If the application is not approved, a check for only the deposit amount will be mailed within thirty days of notification. The application and administrative fees are non refundable at the time of receipt. If your bank returns the application fee or deposit check for any reason, the application will automatically be declined, and an additional \$50 return payment fee will be owed, and the account will be turned over to a collection agency. If an application is cancelled by the applicant, the applicant will forfeit the deposit, administrative, and application fees.