

Resident Qualifying Criteria

We appreciate your interest in **Cimmaron, Hunnington, and Misty Square Apts.** Please fill out the application completely to assist us in determining your eligibility. Mark through errors made. Do not use white out. We have listed below the criteria for qualifying as a resident.

1. **Rental history** – Your current/previous rental history must be in good standing with no outstanding balances. You must have satisfactory rental history for one (1) year, this can be a combination of more than one residence.

Reason(s) for application denial include, but are not limited to:

- * Non-payment or frequent late payment of rent or any other fees
- * Eviction
- * Drug use
- * Poor housekeeping or negligence
- * Disruptive or destructive behavior from head of household, any occupant(s), and/ or guest(s)

2. **Income** – Employment and any other monthly income must be verifiable. Total monthly income of all applicants must be at least **2.5 to 3** times the amount of rent. If not, you may qualify by having the lease guaranteed by a guarantor. The guarantor must have a gross monthly income of at least six (6) times the monthly rent and must meet all other qualifying criteria.

3. **Credit history** – Credit reports are obtained and reviewed. Credit must be satisfactory. Any bankruptcies will require an additional security deposit equal to one month's rent.

Reason(s) for application denial include, but are not limited to:

- * **Outstanding balances for utilities (electric, water, gas)**
- * **Outstanding balances for rental history**

4. **Criminal background** – A background check will be obtained and reviewed on all applicants.

This process may take up to twenty one (21) days or more to complete!!!

Reason(s) for application denial include, but are not limited to:

- * Criminal felony arrest or conviction(s) with an offence date of 5 years or less.
- * Criminal conviction(s) or arrest of violent or sexual crimes committed by an applicant or all other occupant(s) who will be living inside the apartment.
- * Criminal conviction(s) or arrest of manufacturing or producing methamphetamines by applicant or all other occupant(s) who will be living inside the apartment.

5. **Applications** - Additional reason(s) an application may be denied:

- * Falsification of application
- * Incomplete application
- * Insufficient income (total of all applicants' income)
- * All outstanding balances must be paid for in full by the time all phases of the application have been received.

Applications must be submitted with a **money order of \$35.00** for processing. **This fee is non-refundable.**

The security deposits are equal to one month's rent. **For us to take an apartment home off the market or place you on the waiting list you must submit a money order in the amount of \$200.00 as a holding fee. This fee will be used towards your security deposit upon move in. The remaining portion of the security deposit will be due at move in.**

If multiple applications are submitted for one apartment and one application is denied this will deny the entire household.

The application fee and holding fee must be paid with two separate money orders or cashier's checks. We cannot accept a personal check or cash for these fees.

When an apartment number is assigned, this will be the apartment you will move into unless an unforeseen emergency mandates that a current resident be relocated to that specific apartment. At that time, all efforts will be made to make sure that an apartment is available for the original move-in date, but availability cannot be guaranteed.

We do not discriminate on the basis of race, color, creed, religion, sex, national origin, disability or familial status.

You acknowledge that you've had the opportunity to review our rental selection criteria. It included reasons you're application may be denied due to falsification of information, criminal history, credit history, current income, and rental history. You understand that if you do not meet our rental criteria we may deny the application, retain all application fees as liquidated damages for our time and expense, and terminate your right of occupancy. You also acknowledge that you fully and completely understand all of the above.

Applicant's Signature

Date

Co-Applicant's Signature

Date

Co-Applicant's Signature

Date

Signature of Owner's Representative

Date