



Resident Screening Criteria

Thank you for choosing *Academy Place* as your new home. We comply with all federal, state and local fair housing laws, and do not discriminate with regard to race, color, religion, national origin, sex, disability, familial status or any other characteristic protected by law. In accordance with the law as well as our company policy, we do not show or offer housing accommodations according to race, color, religion, national origin, sex, disability, familial status of current or prospective residents. *Academy Place* welcomes all qualified Residents. Please read the following instructions carefully as to what you will need when submitting your rental application.

1. **PURPOSE OF THIS DOCUMENT:** We offer the following information so that all applicants will have available to them a detailed statement of the rental qualifying policies of *Academy Place*. Although we have attempted to make this document easy to read and understandable, by its nature, as a statement of policy, it includes formal language and legal terms. If you have any questions about our policies or about the information contained in this document, please don't hesitate to ask or contact any of our management team for a detailed explanation.
2. **RENTAL APPLICATION FEE IS NON-REFUNDABLE:** The rental application fee of Forty Dollars (\$40.00) is non-refundable. Because there are no exceptions, it is important you review this document carefully before submitting an application, making certain, to the best of your knowledge, you meet the rental qualifications stated. Then if you wish to apply, we will accept your application and the non-refundable fee. A rental application must be completed by each applicant, without omissions or falsifications. False information given on the application will entitle *Academy Place* to decline the applicant, or in the case where a lease has been signed, terminate the lease agreement.
3. **MAXIMUM NUMBER OF RESIDENTS IN AN APARTMENT HOME:**
A maximum of two persons may reside in a one-bedroom apartment.
A maximum of four persons may reside in a two-bedroom apartment.
A maximum of six persons may reside in a three-bedroom apartment.
4. **INCOME:** The monthly household Net Income (after taxes) must be at least 2.8 times the amount of the monthly apartment rent. The applicant will be required to provide as proof one of the following: current pay stub, most current Federal Income Tax Return, and/or other proof deemed acceptable by *Academy Place*. Allowances from parents, scholarships, study subsidies, and/or other inconsistent income such as commissions or tips will not be considered as verifiable income. Alimony and/or child support will be considered verifiable income provided such alimony and/or child support is pursuant to a Court Order.
5. **SELF-EMPLOYMENT/ RETIREMENT:** If the applicant is self-employed or retired, the applicant must provide proof of income and/or the ability to pay rent for the term of the lease by furnishing copies of federal income tax returns filed for the past two years, or a current certified financial statement, and/or photocopies of the applicant's three most recent bank statements.

Applicant's Initials _____
Agreed Upon and Accepted

6. **CREDIT HISTORY:** An extensive, negative history is grounds for the denial of the application. Negative credit history includes but is not limited to any of the following:
- a. Any judgment not remedied and/or any foreclosure of real estate not included in bankruptcy.
 - b. More than two credit or installment accounts that have been past due for more than 90 days within the past 12 months.
 - c. More than two accounts that are currently in collection; any open collection account from a utility, telephone service, or cable company.
 - d. Any repossession of material or personal property that is being repaid, except when part of a bankruptcy, separation, or divorce.
 - e. Any lawsuit pending or not remedied for the collection of a personal debt.
 - f. Any personal bankruptcy within the past five years that has not been discharged; credit must be reestablished.
 - g. More than two NSF (insufficient funds) checks within the past 12-month period.
7. **RENTAL HISTORY:** Any negative rental history is grounds for the denial of an application. Negative rental history includes but is not limited to the following:
- Any breach of a lease agreement, unless the applicant can provide documentation of proven negligence on the part of the management and/or owner of the property. This documentation must be acceptable to the management of *Academy Place*.
 - In the past 12 month period, no more than 2 rental payments and/or rental-related debt-including payments agreements and judgments –shown as late pays or NSF (insufficient funds) checks.
 - Any other objective evidence of negative rental history, such as excessive damage to premises or numerous noise complaints.
8. **VEHICLES:** Only 2 vehicles per apartment home are allowed to park in the parking areas. No recreational, all-terrain vehicles, boats, buses, campers, motor homes, multi-axle trucks, vans, or vehicles with company lettering will be allowed to be parked on the premises.
9. **PETS:** No dogs of any kind allowed on the premises either with the residents or visitors, except in the case where an animal has been professionally trained and certified to assist a disabled resident. We do allow cats (limit 2 per apartment) with a \$295.00 non-refundable fee per cat and \$40.00 monthly fee per cat.
10. **SMOKING:** Smoking will not be permitted anywhere in the apartment building, including residents own apartment or anywhere in the community of *Academy Place*.
11. **ADMINISTRATIVE FEE:** Once an application is approved, applicant will submit a NON-REFUNDABLE “Administrative Fee” in the amount of \$350.00, in money order form or personal check, payable to *Academy Place* within three (3) business days. The “Administrative Fee” is required to hold a specific apartment for the applicant. If the applicant chooses to cancel his or her agreement before moving to the premises, the administrative fee would then be forfeited..

By signing below, applicant understands the Resident Screening Criteria and also recognizes that the Landlord or his agent may investigate the credit background of the applicant, obtain income verification from employer, contact present or previous Landlord(s) for references, and that a full disclosure of facts may be made to the Landlord.

Applicant Signature _____ **Date** _____

Applicant Signature _____ **Date** _____