RENTAL APPLICATION CRITERIA

EFFECTIVE: April 14, 2008
The Hamilton Apartment Homes

All occupants residing in apartment 18 years of age or older must fill out a separate application, sign the lease and must meet all criteria to be considered for residency.

1) **Income**
Stable employment record and income verification will be required. In order for an applicant to be approved, he/she must generally earn on a gross monthly basis a minimum of **3** times the gross monthly leased rent. Forms of acceptable income verification may include: a pay stub; a letter from the employer; the most recent W-2 form; or, for self-employed applicants, a copy of the most recent tax return or certified verification from his/her company accountant or bank.

2) **Social Security Number**
All adult applicants must have a social security number to be eligible for an apartment. For all clients that are not a United States resident, a Social Security Application Approval must be provided prior to acceptance. If the applicant has a Passport or a Work or Student Visa, it must be valid through the term of the lease and must be provided prior to acceptance.

3) **Credit History**
As a means of evaluating credit, the following information is evaluated with a scoring method that weights the indicators of future rent payment performance. The score is based on a statistical analysis of prior renters' indicators and subsequent payment performance. Based on the score, we may choose to accept or reject an applicant, or seek additional requirements for approving the lease. The requirements may include, but are not limited to, additional documentation of income or employment, additional rental references, or an additional deposit. A credit report will be processed on each applicant. Approval will be based on this credit scoring evaluation. Results will be Accept, Low Accept, Refer, Conditional Accept or Denied. If Refer or Low Accept, an additional standard deposit will be required. If Conditional accept, an additional deposit equal to one month's rent will be required. If denied, the holding deposit will be returned and the application fee will be retained. A qualified Co-Signor must make **4** times the rent, may be utilized for low income and credit. Co-Signer and Applicant credit will be screened as a complete unit, and may be returned with a result of Accept, Low Accept, Refer, Conditional Accept or Denied.

4) **Resident History**
Up to 24 months of rental/mortgage history may be verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice, and no damages is expected. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution.
An applicant will be denied for the following reasons: Having been evicted by a previous landlord, falsification of any information on the rental application, having an established pattern of disturbing neighbors, causing damage to property or late payment and returned check history.

5) **Additional Deposit Requirements**
If more than one application criteria, (Income, Credit or Resident History), result in an additional deposit requirement, the greater of the deposit requirements will be enforced as a condition for approval.

Any applicant with a conviction or a deferred adjudication on a felony level will be denied. Certain misdemeanors will be denied. The leasing office can provide a specific list of misdemeanors and felonies that will be denied upon request. In addition, the following will result in a declined application: any terrorist related conviction, any misdemeanor conviction for a sexual offense. A criminal record verification will be made on all persons 18 years of age or older. All applicants will be required to provide the city and state of residence for the preceding 7 years. Locations provided will be compared/verified with credit report addresses, and all applicable statewide criminal records will be requested. **Signing this authorizes the release and does not hold the departments liable for any Police Department Gang Unit verification on any/all under age occupants of the apartment.**

6) **Occupancy**
Maximum number of occupants per apartment is two people per bedroom, plus one additional person in an apartment home. Studio apartments allow a maximum of two people.

Studio-2 persons
1 bedroom-3 persons
2 bedroom-5 persons
3 bedroom-7 persons

7) **Pet Policy**
No pets are permitted on the Community at any time except by prior written consent of Management. Please see guidelines of acceptance and terms for applicable deposits and fees.

8) **Rent**
All move in amounts must be paid in full prior to/or at time of move in with **CASHIERS CHECK OR MONEY ORDER**. Personal checks or cash will not be accepted. If move in occurs after the 20th day of the month, the pro-rated amount and next month's rent is required at time of move in.

Applicant Signature Date	Applicants Signature Date
Applicants Signature Date	Agents Signature Date

The Hamilton Apartments does business in accordance with the FAIR HOUSING ACT OF 1988.