



## FUTURE RESIDENT INFORMATION

### Rental Qualification Criteria for Application Approval

#### Thank you for choosing a Lyon Apartment Community for your new home!

We are an Equal Housing Opportunity Provider and we abide by all federal, state and local fair housing laws.

A rental application must be processed on all prospective residents 18 years of age or older. An application fee of \$35.00 must be paid for each applicant. A Holding Deposit in the form of a personal check, credit card, or money order, separate from the Application Processing fee(s), is required to hold an apartment.

Approval for rental cannot be made without a completed application. Applications that do not have all areas completed or an acceptable explanation of omissions (according to management's approval) will not be processed and will be returned to the applicant.

1. Applicant must provide a valid government issued photo I.D.
2. Current Income - Applicant must be able to provide proof of income that is legal, verifiable and paid directly to the applicant or the applicant's representative. A combined gross income of **2.7** times the rent is required. Therefore the Current Income requirement can be evaluated by combining the income of all applicants that are applying together for a particular unit.
  - Employed Applicants must provide their four most recent pay stubs (or a current pay stub that reflects year-to-date income).
  - Applicants with new positions may provide an offer letter signed by the employer on company letterhead.
  - Self employed/unemployed applicants must provide other sources of current, verifiable income.
  - All other sources of income must be verified. Such sources and verification could include, but are not limited to, tax returns, applicant's four most recent bank statements, 1099's, proof of government payments, proof of investment or trust fund income, student loan or grant award documents, Court Orders for child or spousal support, etc.
3. Rental History - Applicant(s) with a low or conditional credit score (according to Lessor's point system) must have at least one (1) year of verifiable rental and/ or payment history from a landlord, apartment community or mortgage company, (including a prompt payment record and compliance with all community policies) within the last three (3) years. Acceptable rental/payment history would include no more than 2 late payments and/or returned checks per year of residency, except when incurred in connection with a foreclosure. Reference information from family members or friends will not be considered. In the event applicant(s) have less than one (1) year of verifiable rental and/or payment history from a landlord, apartment community or mortgage company, applicant(s) may pay an additional security deposit equal to ½ month's rent. A co-signer may be used in place of paying such additional security deposit incurred for the rental history requirement only if co-signer meets all requirements as detailed in Section 5 below.
4. Occupancy standards – Lyon occupancy standards are 2 persons per bedroom plus one. For example: a maximum of three (3) persons per one (1) bedroom and five (5) persons per two (2) bedroom. In the event the number of occupants exceeds the maximum number for that floor plan due to the birth, adoption, custody or guardianship change of a minor child, residents will be permitted to stay in the existing unit through the end of their lease term or six (6) months, whichever is longer. At the end of the lease term (or the above time period, if the lease would expire before that time or if the residents are month-to-month), resident must transfer to an appropriate (larger) floor plan (subject to availability of the alternate floor plan and resident's compliance with the existing lease agreement), or vacate the unit subject to the terms and conditions of the lease agreement and supporting addenda.
5. Applicants- A co-signer can only be used if an applicant does not meet the income requirements. The co-signer must meet all of the criteria as described in this Section 5 and Sections 1, 2 and 6. Co-signer must have a gross income equal to 5 times the monthly rent amount. Please note that all co-signers are jointly and severally responsible for the entire lease. All co-signers will be required to sign a guaranty addendum and must reside in the same state as community.
6. Credit Requirements - A credit report will be processed on each applicant. All applicants will be evaluated on a point system according to negative/positive credit accounts. If applicant takes exception with credit findings, he or she is responsible for contacting the credit bureau.
  - In the situation where there is more than one applicant applying together for a unit, credit will be evaluated based on the combined credit history of all applicants that applied together for that unit. Co-signer's credit will be evaluated on an individual basis only.
  - In the event that sufficient verification of credit information cannot be produced from the identification documentation provided by applicant(s), or if applicant(s) has no credit history or limited credit history with predominantly negative account status, applicant(s) may pay an additional security deposit equal to one month's rent.
7. Pets – Some communities and/or buildings may not allow pets. An additional security deposit will be required for authorized pets to be maintained on the premises. Breed restrictions do apply. Please consult management for details.
8. **Applicant(s) will Automatically be Denied for the Following Reasons:**
  - Applicant has a credit score that does not meet Credit Requirements
  - Applicant has an eviction from another residency
  - Applicant has falsified information on the Rental Application.
  - Applicant has filed a bankruptcy petition that has not yet been discharged.
  - Applicant has a criminal history that does not meet the criteria noted in Section 9 below.
  - Applicant has provided an application that does not meet management's standard for completion.





- Applicant has unresolved debts from another apartment community, landlord or mortgage holder (except when incurred in connection with a foreclosure, or the debt is paid prior to approval of rental application- Verification of payment is required).

**Applicant(s) will Automatically be Denied for the Following Reasons unless a co-signer or additional applicant that meets the Rental Criteria and all other applicable Criteria (as noted in item 5) accompanies their application for Lease:**

- Applicant has three (3) or more late payments or returned checks in a 12 month period (except when incurred in connection with a foreclosure).
  - Applicant has not provided proof of verifiable income.
9. Criminal History - All occupants over 18 must have a clear criminal history according to our requirements. The history must reflect: a) no felony convictions; b) no convictions of the manufacture or distribution of controlled substances; c) no pending indictment or deferred or withheld adjudication for a felony; d) no conviction or pending indictment or deferred or withheld adjudication for a misdemeanor crime against a person or property.

In order to be approved for rental, Applicant must complete all forms and provide all documentation requests without amending or deleting any information from the provided documents and forms. Applicant may not choose to apply any of the additional security deposit options in place of providing the requested information and/or documents if the Applicant truly has this information. More specifically, Applicant will be considered to have falsified information if Applicant states that they do not have information such as, but not limited to, Social Security number, copy of Government ID and historical financial and/or rental history when Applicant truly does have knowledge of such information.

**To ensure prompt processing of your application, the above items must be presented within 48 hours of reserving your apartment. If the information is not forwarded to our attention within this time frame, we may return the apartment to the open market and your Holding Deposit may be retained by management and become non-refundable for the pro-rated amount of daily market rent for the time that the apartment is withheld from the market.**

