

## 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. 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 application 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 evaluated 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, you 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 may be required based on credit screening 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 your criminal history. 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, pending felony charges, guilty pleas of any felony or any of the following misdemeanors: burglary, attempted burglary of a vehicle, attempted theft of a person, attempted theft, criminal mischief, 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, etc. All DWI convictions must be 2 years or older from disposition date. Please note this is only a partial list. Our ability to verify criminal history is limited to the information made available to us by the third-party screener.

### **IV. PHOTO IDENTIFICATION**

Upon approval and lease signing, applicant must provide photo identification to be kept on file. Photo identification must also be presented at time of move-in to obtain your keys. Keys will only be released to lease holders. Acceptable forms of photo identification include, government issued photo identification, United States passport, or United States permanent resident card. Temporary paper photo identification or military identification will not be accepted.

### **V. SUPPLEMENTAL RENTAL APPLICATION FOR NON-CITIZENS**

Applicants indicating themselves to be non-US citizens must complete a supplemental rental application for non-citizens and provide supporting documentation. All other applicable requirements will be verified.

### **VI. OCCUPANCY REQUIREMENTS**

One Bedroom	No more than two occupants
Two Bedroom	No more than four familial status occupants or three non-family occupants
Three & Four Bedrooms	No more than six familial status occupants or four non-family occupants

### **VII. PET RESTRICTIONS**

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

### **VIII. If the application is not approved, all fees are non-refundable. If your bank returns the application fee or deposit check, the application will automatically be declined. If an application is cancelled by the applicant, owner is entitled to retain fees as liquidated damages.**

**You understand that if you do not meet our rental selection criteria or if you fail to answer any question or give false information, we may reject the application, retain all application fees, administrative fees, and deposits as liquidated damages for our time and expense, and terminate your right of occupancy.**

***I (WE) HAVE READ THE ABOVE AND UNDERSTAND THE CRITERIA FROM WHICH MY (OUR) APPLICATION WILL BE APPROVED.***