



LEASE APPLICATION CRITERIA AND STATEMENT OF RENTAL POLICY

All applications will be declined for felonies, Class A misdemeanors or similar pending charges as well as negative rental history.

Applicant(s) may be denied occupancy for the following reasons:

- Falsification of application by any applicant
- Incomplete application by any applicant
- Insufficient income (total of all applicants)
- Criminal conviction history of Felony, violent or sexual crime committed by an applicant or other occupants (including children) who plan to live in the unit
- Poor credit history of any applicant
- Poor rental history of any applicant such as:
 - Non-payment or frequent late payment of rent
 - Eviction
 - Poor housekeeping
 - Poor supervision of applicant's children
 - Unruly or destructive behavior by applicant, applicant's children, or APPLICANT'S GUEST
 - Violence to persons or property by applicant, applicant's children, or APPLICANT'S GUEST

Application

A separate rental application must be fully completed, dated, and signed by each applicant and all co-applicants. Spouses can complete one rental application. A rental application must be completed by each applicant who is 18 years or older. Only persons under the age of 18 may be listed as an occupant. Each applicant must provide a valid U.S. government issued photo identification card or Visa. **Your most recent pay stub must be submitted with your application.**

** The credit and background check will be completed within 24 to 72 hours after you submit your application to determine initial approval/eligibility.

Application Fees/Deposits

All applications require a \$50 non-refundable application fee payable through the online application OR a \$45 non-refundable application fee payable by money order or cashier check. The average time for an application approval is 1-3 days. A security deposit is required to hold the unit. If your application is denied your deposit will be refunded. **If you change your mind after initial approval and decide not to move in, THE DEPOSIT IS NON-REFUNDABLE. All applicants must submit their application within 24 hours of submitting the deposit.**

Fair Housing

Arbor Properties complies with Federal and Local Fair Housing Laws. We do not discriminate based on color, sex, family status, sexual orientation, age, student status, disability, religion, or national origin.

Criminal History

Felonies, Class A misdemeanors or similar pending charges will automatically disqualify on all applications. The management does not lease to any known felons; however, we cannot represent or warrant that there are no felons residing on property due to limited accessibility of obtaining such information.

All residents and occupants must meet all rental criteria. Anyone over the age of 18 must be a lease holder not an occupant. **(NO COUCH SURFERS)**

Apartment Availability

All apartments are leased on a first come, first serve basis. There is no waiting list. A Security Deposit is required to hold (pre-lease) any apartment.

Occupancy

No more than two people per bedroom plus an infant under 12 months of age.

Income/Financial History

1. Combined household income must be at least 3 times the rental rate.
2. If your yearly income qualifies you for our Low-Income rate, your combined monthly income must be 2.5 times the rent
3. Income must be verified by the following: check stubs, last 2 years of tax returns or faxed letter from employer that includes letterhead and contact information.
4. All applicants must have been employed at their current job for a minimum of 6 months. Otherwise a qualified guarantor will be needed for approval.

For additional verifications, see management.

Guarantor

Applicants who are first-time renters, have been employed at their current position for less than six months, or who do not have sufficient income will require a co-signer. The co-signer must have a gross monthly income of at least 5 times the monthly rent and must meet all other qualifying criteria. The co-signer must complete and sign a lease guaranty agreement. The lease may only be guaranteed by a parent/guardian or employer. If the co-signer is married, their spouses income can be included if needed for eligibility.

Rental History

Applicant must have at least 1 year of positive, verifiable rental history. A guarantor can be used if applicant does not meet these criteria.

Rental Payment

Monthly rent is due on the 1st day of each month. There will be a late charge for all rent paid after the 3rd of the month. Service charge plus applicable late charges will be assessed whenever a check is returned for non-sufficient funds.

Utilities

Electric and gas utilities must be connected into your name before you will be allowed to move in. You must present account numbers from the City of Austin and Texas Gas to obtain keys on the day of your move in.
NO EXCEPTIONS OR EXCUSES.

Pet Policy

Our pet policy is as follows:

- Pets must be at least a 1 year old. All pets larger than 45lbs will require a meet and greet with management prior to approval.
- \$150 Non refundable pet fee is required and \$150 pet deposit per pet.

If you have any questions about our above criteria, the staff will be happy to answer any of your questions.

**Privacy Policy for Personal Information
Of Rental Applicants and Residents**

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

How information is collected. You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

How and when information is used. We may use this information in the process of verifying statements made on your rental application, such as your rental, credit, and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

How the information is protected and who has access. In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

How the information is disposed of. After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

Locator services. If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees—even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies, as well.

I have read the above rental criteria and understand the information within this form. I understand that all information contained within the rental application is subject to verification by the management.

Applicant Signature

Owner's Representative

Applicant Signature

Applicant Signature

Applicant Signature

Applicant Signature

