

Dogwood Village Apartments

Resident Qualification Policy

The policy of the property, management and management employees will not discriminate against any person based on race, sex, religion, age, color, familial status, national origin or handicap status.

Application fee: \$50.00 per adult

The following guidelines will be used in evaluation of your application for residency. These three requirements must be fulfilled before any lease is approved. If any of these three is lacking in satisfactory information, then a guaranty of lease will be necessary.

Credit Report:

- Credit report will be run on all applicants via tenant tracker, a residential screening service.
- All reports must have not bankruptcy, court judgments, tax liens and foreclosure repossessions or collection accounts.
- Any account that is past due or that is delinquent within the last 12 months must have an approved explanation.

Employment Verification:

- Current employment must be at least one year, and or provide signed verification from Employer on Company letterhead.
- Self-employed, must provide 2 year income statement or 6 months bank statements.
- Monthly income equivalent to 3 times the monthly rental amount.
- Social Security, child support and or AFDC income support document must be presented if that is to be included in your gross monthly income.

Rental Verifications:

- Applicant must have previous rental history that can be verified. Phone number is required.
- Home ownership must be verified by cancelled checks for a period of 12 consecutive months or letter from a mortgage company.
- Option. Lease guarantor and or payment of additional deposit and payment of lease in entirety at signing of lease contract.

Guaranty of Lease:

- Co-signer/guarantor will be considered, but must complete an application \$50.00 fee for approval under the same guidelines as the applicant and does not guarantee approval of applicant.

A criminal background check will be made on all applicants and occupants 17 years and older.

No apartment will be placed on hold unless you have submitted a completed rental application and paid application fee.

Maximum occupancy is 2 people per bedroom unless applicant has a child less than 18 months of age.

Applicant must be at least 18 to complete an application.

Applicants Signature

Date

Manager Signature

Property:_____

Disclaimer: All prospective residents are screened to meet the above qualifications based on information supplied by sources deemed to be reliable. However, there are many occasions wherein limited information is available or supplied to us for screening and events may have occurred since the screening information was obtained. We, therefore, do not warrant representation that these qualifications are absolute for all existing residents.

Effective: 12-2016