

Aspen Forest Apartment Homes

ALL APPLICANTS WILL BE APPROVED ON THE FOLLOWING CRITERIA

PHOTO I.D. WILL BE REQUIRED OF EACH PERSON 18 AND OLDER

Applicants can ONLY be those that will physically reside in unit

Applicant Criteria:

1. **INCOME:** Net income (after taxes) must be at least 2.5 times the rent amount. You must provide the 4 most recent paystubs. If you do not have pay stubs, we require the 4 most recent bank statements. Bank statements must show that the account maintains a minimum monthly average of 2.5 times the rental amount. *If you do not meet the income requirement your application will be automatically denied.*
2. **CURRENT EMPLOYMENT:** You must have verifiable current employment and six months of recent uninterrupted employment. *If you are currently unemployed your application will be automatically denied.*
3. **RENTAL HISTORY/HOME OWNERSHIP:** Within the last three years, applicant must have at least one year of good verifiable rental history from a property management firm OR one year good homeownership. To satisfy this criteria property management firm must fill out the rental verification form provided to them by Aspen Forest Apts. "Family-rentals or "friend-rentals" are not considered. Good homeownership will be confirmed through credit report.
4. **CREDIT:** Applicant for which negative credit information is reported for more than 25% of current accounts do not meet credit requirements. A "current account": is an account that is currently open or a closed account that has had activity within the past two years. Medical accounts are not considered.

Applicant must meet all four criteria to qualify with standard security deposit. If applicant only meets three of the four criteria a security deposit equal to one months rent will be required and applicant will not qualify for any specials.

A guarantor may be used to avoid paying a higher security deposit. The guarantor must complete an application, pay the application fee, meet all criteria (Net Income must be four times the amount of rent) and must sign all required paperwork before the resident moves in.

APPLICANT WILL AUTOMATICALLY BE DENIED FOR THE FOLLOWING REASONS:

- **FALSE INFORMATION:** If any of the information on the rental application is not true.
- **CRIMINAL HISTORY:** If any applicant or adult occupant has a conviction for any felony or misdemeanor offense.
- **UNEMPLOYED:** If you do not meet the income or employment requirements.
- **EVICCTIONS, OPEN LANDLORD COLLECTION:** If you have any evictions, open landlord collections or broken leases, unless you have satisfied the balance.
- **BANKRUPTCY** has been filed, or is currently under consideration, and no final order of discharge has been entered.
- **AGE AND OCCUPANT LIMIT:** Applicant must be at least 18 years of age. No more than 4 people allowed per unit.
- **MOVE-IN FUNDS RETURN NSF:** If any payments fail to clear or are returned insufficient for any reason your application will automatically be denied.

Applicant(s) after being denied jointly or separately are not able to re-apply within 3 months of denial.

APPLICANT MUST MEET/AGREE TO ALL OF THE FOLLOWING CRITERIA:

1. **APPLICATION FEE:** A non-refundable application fee must be paid for every person over 18 years of age.
2. **APPLICATION PROCESSING:** Once application submitted, applicant has 30 days to submit all necessary documentation required to complete application, if not application will be denied.
3. **RESERVING YOUR APARTMENT:** To reserve an apartment your application must be approved and you must pay your full security deposit, pay your admin fee and sign a lease agreement.
4. **ADMIN FEE:** Once approved, you will be charged an admin fee to process your lease. Admin fees are non-refundable.
5. **MOVE-IN FUNDS:** If your move-in date is within two weeks, move-in funds must be paid by money order or cashier check. If your move-in date is two weeks or more in the future, move-in funds can be paid electronically or with check. When you provide a payment, you authorize Aspen Forest Apartment Homes to deposit that same day.
6. **INTERNET, PHONE, CABLE/TELEVISION SERVICE:** We are a Comcast community. Comcast is the only internet, phone, cable/television service provider available. No satellite/dishes are permitted.
7. **PARKING:** "Aspen" & "Magnolia" floorplans have reserved parking for up to 4 vehicles, "Oak" floorplan has reserved parking for 2 vehicles only.
8. **DOG INTERVIEW FOR DOG APPROVAL:** All dogs must be interviewed in person, if the dog displays any aggressive or loud/obnoxious behavior, the animal will be denied.
9. **PET LIMIT, FEES & REQUIRED DOCS:** Limit of two pets per unit, you must pay a one time \$300 non-refundable pet fee per pet. Monthly pet rent is \$30 per pet. Documents required to register pet:
 - a. Picture of pet
 - b. Veterinarian letter that provides the following: current weight, pet breed
 - c. Proof of current rabies shots
10. **P.O. BOXES:** Because we were originally constructed as a townhome community, we do not have the keys for the P.O. boxes. As such, to gain a P.O. box key, you must take a copy of your lease and pay a fee to the Post Office and they will re-key your box and provide you with P.O. box keys. This process takes the Post Office about 2 weeks.
11. **EXITING ADMIN FEE:** There is an exiting admin fee of \$100 that will be charged to your account at move-out.

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

X _____

X _____