



Rental Application Policies & Requirements

Welcome to one of our Keller Investment communities! We would like to thank you for considering our community for your future home. Before you take the time to rent an apartment, please review our rental criteria. A separate rental application must be processed for all prospective residents 18 years of age or older and an application and move-in. All prospective residents will be qualified on the following criteria:

Equal Housing: This community does not discriminate on the basis on race, color, religion, national origin, sex, handicap/disability, and familial status.

Occupancy Guidelines: Applicants must be at least 18 years of age. Our community occupancy allows two plus one bedroom.

1 Bedroom/1 Bathroom (Up to 3 occupants); 2 Bedroom / 2 Bathroom (Up to 5 occupants); 3 Bedroom / 2 Bathroom (Up to 7 occupants)

Identification: A copy of a current valid driver's license, state identification card, or military I.D. is required for each applicant. Social Security cards may be required.

Application for Residency: An Application for Residency must be completed and maintained for each applicant 18 years or older who will be living in the apartment and contributing to the payment of rent.

Rental History: Prior rental history must be listed. Please provide 24 months of current verifiable rental history. Rental history cannot reflect anything negative.

Credit Report: A credit report will be obtained for all applicants. An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. If the applicant is rejected for poor credit history the applicant may contact the credit-reporting agency providing the credit report. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the agency, correct any errors in the report, and submit the application to this community. Credit scores of 620 or below could result in a higher security deposit or denial.

Income Requirements: Applicants must have a gross (before taxes) income source that can be verified; income requirements are 2.5x times the total monthly scheduled billing of the apartment being rented without a guarantor and/or 4.5x times the total monthly scheduled billing of the apartment being rented with a guarantor. Acceptable income verification is required, which includes applicants' last 2 (two) paystubs, their most recent W-2, or proof of assets equal to 1 year's rent. Self-employed applicants may be required to supply the most recent tax return or certified verification from their accountant or bank.

Bankruptcy: Any individual who has consulted to file bankruptcy or has filed will be automatically denied, unless it has been proven dismissed. In which case, there will be an additional security deposit required. If the bankruptcy has been dismissed for more than 5 years, there is a possibility you may not be required to pay an additional security deposit.

Employment History/ Income Verification: Current and/or previous employment must be verifiable for six (6) months. We will need two (2) of your most current pay stubs equivalent to full thirty-day compensation. If you have recently started a new job and do not have a pay stub at this time, an employment letter from your supervisor (on company letter head) stating the number of hours you will work per week and your salary can be used.

Pet Limitations: Please confirm pet policy, limitations, deposits, fees and pet rent with the specific community you choose to apply with. Pet limitations can include breed restrictions, a non-refundable pet fee, and monthly pet rent will be charged per pet, if allowed. All residents with pets are required to have a pet agreement on file and must submit a veterinarian statement (no more than 12 months old) establishing the general health of the pet and the status of all required shots. A photograph of the pet will be made part of the lease agreement. No exotic animals are allowed. Service animals for special needs are accepted with third party medical caregiver authorization.



Dogs of a class with known vicious or aggressive propensity shall not be permitted. Examples of these breeds (but not exclusive) Akita, American Staffordshire Terrier, Chow, Doberman Pinscher, German Shepherd, Mastiff, Pitt Bull, Presa Canarias, Rottweiler, Husky, Alaskan Malamute and any –

-wolf hybrids, full blood or mixed at any percentage are PROHIBITED from residing at this community. This community requires all animals/pets to be registered with Pet Screening for policy review and documentation and may be subject to a \$25 registration fee.

Evaluation: The community evaluates the above information with an analyzation method provided through an independent 3rd party contractor (Realpage Leasing Desk Screening) that weighs the indicators of future rent payment performance.

Conditional Approval: An additional deposit equal to up to 1.5 times the months market rent may be required if the credit recommendation is returned with “conditional approval” or criteria for any one of income, employment or rental history have not been met or have only been partially met. All adverse action requirements will be combined when reviewing multiple applications.

Guarantors: In the event a guarantor is required, he/she must complete an Application of Residency and meet all the residents’ selection criteria. The guarantor(s) will be fully responsible for the Lease Agreement if the occupying resident(s) default.

Criminal History: Criminal backgrounds on all leaseholders and occupants over the age of 18 will be checked. It is the policy of the community to obtain information on past criminal activities of prospective residents. Such criminal information may include arrests, convictions and pending criminal actions. Those may be included with other factors that may as an aggregate be determined to warrant denial. This community shall not allow persons who are on any sex offender list. Likewise, persons with criminal convictions related to possessions of controlled substances may be accepted if they provide evidence of completion of treatment program. Persons who have convictions involving violence, gang activity, arson and injury to persons will be required to provide additional information to establish that they do not pose a risk to the property or the other resident. In evaluating prior criminal history, this community will consider the type of crime, severity of the crime and the length of the time since conviction and release. Terms and conditions of parole and probation may also be considered. Denied applicants may petition for reconsideration by providing information regarding mitigating circumstances and other information that may assist the community in a review of the applicant’s criminal history.

Corporate Leases: An application can be submitted in the name of a company if the business entity has a valid federal Tax ID number that is verifiable by the Secretary of State in which the community is located. A Dunn and Bradstreet credit report must be provided to determine the company’s ability to make timely payments of rent. The company must provide a minimum of three (3) trade references that will be verified. A larger application fee or additional deposit may be required. All occupants over the age of 18 must apply and criminal background must be processed and approved prior to occupancy. The above criminal history guidelines will apply.

Automatic Denial of Application: An applicant will be automatically denied if they have been evicted by a landlord in the past 24 months or have a collection or debt owing to previous landlord. Falsification of any information on the rental application will result in an automatic denial of application.

Please note: These are our rental criteria. There may be residents or occupants that have resided at this community prior to these requirements going into effect. Additionally, our ability to verify whether these requirements have been met is limited to the information made available to us by the various reporting services used.

This community does business in accordance with the federal Fair Housing Law (Fair Housing Amendment Act 1988).

I have read and understand the rental policies of this community and consent to a background/credit screening.

Signature: _____

Date: _____

Owner’s Representative: _____

Date: _____