

# Concord Apartments

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## RESIDENT SELECTION CRITERIA

**APPLICANTS MUST BE AT LEAST 18 YEARS OF AGE TO ENTER INTO A LEASE AGREEMENT. ALL APPLICANTS MUST FILL OUT A SEPARATE APPLICATION AND RELEASE FORM.**

### **RENTAL APPLICATION**

The rental application must be completed and submitted with an earnest money deposit. The deposit must be in the form of a cashier's check or money order. All spaces on the application form must be completed, including the signature line at the bottom of the application and release form.

### **INCOME REQUIREMENTS**

Gross income level must meet or exceed three times the amount of your monthly rent. Applicants must be able to have verifiable employment status or submit documentation providing information on alternative source of income, such as investment income, pensions, child support, etc. Employment with a friend or relative may require future inquiry.

### **RENTAL HISTORY**

The applicant must have a minimum of two (2) years positive leasing or mortgage payment history. Current and previous rental references will be verified, including payment history, lease violations, housekeeping, and lease expiration. Applications may be denied if their rental history shows past evictions, judgments for possession and/or rent, failure to pay rent or unlawful detainers.

### **CREDIT, BACKGROUND, CRIMINAL CHECKS**

Credit, criminal, registered sex offender and eviction history will be conducted on all applicants and household members 18 years of age or older. This information will be used in determining eligibility for occupancy. Consideration will be given to the length of time elapsed since disqualifying criteria occurred. A credit report will be conducted on all applicants and household members 18 years of age or older. An application may be denied if the credit report indicates any of the following: collections, judgments, liens, profit and loss write-offs, and bankruptcy. This excludes all medical collections.

### **LIVING REQUIREMENTS**

The occupancy limitations are no more than: one person per efficiency apartment, two persons per one bedroom apartment and four persons per two-bedroom apartment. In each case, at least one person must be 18 years of age or older. The following are included in this calculation: (a) all full-time members of the household; (b) all minors anticipated to reside in the unit; (c) children who are away at school but reside in the unit during school recess; (d) an unborn child; and (e) live in attendance. Renters may not provide bedroom space for others who are not members of the household, such as adult children home on active military duty or visitors. There may be limitation on the number of adult occupants due to parking limitation.

### **SECURITY DEPOSIT**

All rent and other charges, including security deposit, must be paid in full prior to move in. We require the security deposit to be paid 7 days after the approval date.

### **AUTOMATIC DENIAL**

An applicant or occupant will be denied for the following reasons:

- Anyone registered under the State Sex Offender Registration program.
- Incomplete and falsification of any information on the Rental Application or Questionnaire.

Owners retain the right to refuse admission or terminate a current lease to any person for the following reasons in accordance with the Fair Housing policy:

- Anyone currently engaged in or that has engaged in, during a reasonable time prior to application: 1) drug related criminal activity 2) violent criminal activity 3) other criminal activity which may threaten the health, safety or right to peaceful enjoyment by other residents, neighbors, or Concord Apartments staff.

*Qualifications subject to periodic review and change.*

**EQUAL HOUSING OPPORTUNITY** 