

SUNDANCE PROPERTY MANAGEMENT, INC.
APARTMENT APPLICATION CRITERIA

PROPERTY Harbor Ridge Townhome
Revised 12/5/14

We are an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.

Application Process. We evaluate every apartment application in the following manner: each applicant or occupant 18 years of age or older must submit a separate rental application and completely answer all questions on the form. You must pay the nonrefundable application fee. We will determine whether, from your responses to the application questions, you qualify for the apartment. If you do not, we will reject your application. If you meet our criteria and the information that you have provided to us has been verified, we will approve your application. This process normally takes one to two days. We will rent available apartments to applicants in the order that they are received. Once your application is approved, you have 24 hours to pay the security deposit or the apartment can be assigned/rented to another applicant

1. MINIMUM AGE

Must be at least 18 years old.

2. CREDIT

All credit status will be checked through the appropriate Credit Bureau. If no credit record can be obtained, Sundance will phone the credit references that you have supplied on your application. Your credit record must be satisfactory. If your credit report shows any current unpaid debts, your application may be rejected. A previous bankruptcy that has been fully discharged will not automatically disqualify an applicant. Individuals actually involved in personal bankruptcy action will be rejected.

3. RESIDENT/RENTAL HISTORY

Sundance requires satisfactory verification of the previous 12 months residential history (living with relatives, parents, dormitory, etc.) and/or rental history. Sundance will provide a written rental verification form, which must be completed by every applicant. This form will be processed by Sundance and completed by the current and/or previous landlord. If you are currently under eviction or you have ever been evicted or sued for any lease violation, your application will be rejected.

4. EMPLOYMENT

Employment must be verified, including salary amounts and start date. If the applicant is not employed, they must show proof of having the equivalent of 12 months rent in liquid assets or proof of a source of income. Including a current check stub with your application will help expedite the application process.

5. GROSS MONTHLY INCOME

Deposit	Monthly Rent		One Income	Dual Income
\$400	2 BR from	\$865	\$3000	\$4000
\$400	3 BR from	\$970	\$3400	\$4400

$$\frac{\text{Weekly Gross Income}}{\text{Weekly Gross Income}} \times 4.33 = \frac{\text{Gross Monthly Income}}{\text{Gross Monthly Income}}$$

$$\frac{\text{Bi-Weekly Gross Income}}{\text{Bi-Weekly Gross Income}} \times 26/12 = \frac{\text{Gross Monthly Income}}{\text{Gross Monthly Income}}$$

Each applicant's gross income **MUST BE VERIFIED**. Each applicant must provide a current check stub with which current income can be verified. If a check stub is not available, phone or written verification of income must be obtained. Self-employed individuals must provide copies of tax returns, bank statements, contracts, 1099's or copies of other forms deemed necessary to establish an adequate source of income. Non-reported or "under the table" income will not be included when calculating gross monthly income.

6. CO-SIGNER/GUARANTOR

If you do not meet one or more of the above criteria and you are under 25 years of age, you may be able to qualify for an apartment if you can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except that we will deduct the guarantor's own housing costs before applying his or her income to our income standard.

7. **OCCUPANCY STANDARDS.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair-housing laws.

	<u>1 BR</u>	<u>2 BR</u>	<u>3BR</u>
Maximum Occupants	2*	4*	6*
Maximum Adults	2	3**	3**

*Infants under the age of 1 sleeping in the same bedroom as the parent(s) or guardian(s) is not to be counted for occupancy standards. **Third adult must be immediate family.

8. **CRIMINAL HISTORY.**

A. Have you been convicted of or pleaded guilty or “no contest” to a felony (whether or not resulting in a conviction)?

YES _____ NO _____
Initial Initial

Was this felony involving sexual misconduct, dishonesty, drugs or violence?

YES _____ NO _____
Initial Initial

B. Have you ever been convicted of or pleaded guilty or “no contest” to a misdemeanor involving sexual misconduct, dishonesty, drugs or violence (whether or not resulting in a conviction)?

YES _____ NO _____
Initial Initial

By signing the rental application and the apartment application criteria sheet, you declare that all of your responses are true or complete and authorize Sundance to verify this information. If you answer “yes” to question A or B above, we will reject your application. Any false statement supplied to Sundance can lead to rejection of your application or immediate termination of your lease.

9. **PETS**

Pets are not allowed without prior written permission and a signed pet agreement with the management. Management may deny permission in its reasonable discretion. A visitor cannot bring an animal on the premises.

AUTHORIZED PETS				
TYPE	QUANTITY	DESCRIPTION	ADDITIONAL RENT	SECURITY DEPOSIT
Domestic Cat(s)	Max 2	Spayed, neutered, declawed, no puppies, must be housebroken.	20.00/mo.	\$100 Refundable Deposit
Dogs	Max 2		20.00/mo.	\$100 Refundable Deposit
Fish	1 aquarium Max 54 gallons	Renters insurance is required. Not allowed in below grade Apartments in order to prevent Moisture accumulation.	None	None
Bird(s)	Max 2	Must be caged	None	None
UNAUTHORIZED PETS				
Reptiles	Exotic Animals	Rodents (ferrets, rabbits, mice, rats, etc.)		

If we are unable to verify, or if your application is deficient in any of the above categories, your application may be rejected by Sundance. PLEASE TAKE YOUR TIME AND FILL OUT YOUR APPLICATION THOROUGHLY TO INSURE TIMELY PROCESSING.

Read and Accepted: _____ Date: _____
 _____ Date: _____
 _____ Date: _____

Application Fee \$ _____ Administration Fee \$50.00(*upon move-in*)

Monthly Rent \$ _____ Security Deposit \$ _____

Style _____

Move In Special: _____