

University Square Village Apartments Rental Application Approval Criteria

Welcome to our community. Before you apply to rent an apartment, please take the time to review these rental criteria. The following information is offered so that all applicants will have available to them a detailed statement of the rental qualifying policies. Although we have attempted to make this document easy to read and understand, by its nature as a statement of policy, it includes formal language and legal terms. If you have any questions about our policies or about the information in this document, please contact any member of the management team.

We will not discriminate against any person in the rental of an apartment because of race, color, religion, national origin, sex, age, familial status, sexual orientation, or mental or physical handicap.

The term “applicant(s)” under these criteria means the persons that will be signing the lease as a “resident”; the term “occupant(s)” in these criteria means the person or persons that are authorized occupants under the lease. All adult occupants will be considered as responsible residents under the Lease Agreement and must sign a lease as a resident. Please also note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and current occupants living here have met these requirements. There may be residents and occupants that have resided on the premises prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from various credit reporting services used.

Confidentiality

We maintain a strict policy of confidentiality and privacy for our applicants and residents. We do not discuss the information on applications with anyone other than the applicant or possibly their guarantor. In addition, we do not discuss individual credit reports with an applicant. If you would like to discuss or dispute anything in your credit report, you will need to contact the credit agency that made the report. Upon your request, we will provide you the name and address of that credit reporting agency.

Application Fee

A non-refundable application fee must be paid by each applicant. Because there are not exceptions, it is important that you review this information carefully before submitting an application, making certain that, to the best of your knowledge, you meet the rental application approval criteria stated.

Roommates/co-residents

We require a group signing leases to have at least one person per bedroom. Since we offer individual leases we screen applicants individually. If an individual is not approved we will notify the rest of the roommates so they can attempt to find a replacement. If a roommate is not approved or evicted we reserve the right to replace them with another qualified applicant. In some situations we may re-rent the entire apartment if a replacement has not been found.

Social Security Number

Each applicant must have a United States Government issued Social Security number or VISA in order for the verification process to begin.

Guarantee of Lease Agreement

A Guarantee of lease agreement will be required for anyone who does not meet the following four criteria:

1. Credit History

Applicant(s) must have a credit report, which reflects positive payment history of at least 75% of the total accounts reported for the past three (3) years. Bankruptcy within two (2) years or unpaid foreclosure/eviction/skips/money owed to a previous landlord within five (5) years will result in denial of application.

2. Income to Debt

Applicant(s) income must be verified through a direct supervisor or human resources department, or from the applicant's last four (4) paycheck stubs. Self-employed applicants will be required to provide either the previous year's tax return or bank statement for the last six (6) months. Proof of retirement benefits, disability income or full time student status is required. Income must be 3 times the rental amount.

3. Residential History

Applicant(s) prior resident reference (apartment community or mortgage company) are calculated as part of the application approval process. Any unpaid foreclosure/evictions/skips/money owed to a previous landlord will result in denial of application. Any record of disturbance of neighbors, destruction of property, living or housekeeping habits at a prior residence which may adversely affect the health or welfare of other residents, illegal occupants or unauthorized pets may result in the denial of the application.

4. Employment

Applicant(s) employment must be verified by a company representative. In the event of a job change, the previous employment will be verified and applicant will be asked to provide a copy of an employment contract or written job offer from the new employer. Proof of retirement benefits, disability income or full time student status is required.

Criminal History

Applicant(s) must not have a criminal history, which reflects any prior felony convictions. Please remember that this requirement does not constitute a guarantee or representation that residents or occupants residing at this apartment community have not been convicted of a felony. There may be residents or occupants that have resided at the apartments prior to this requirement going into effect; additionally our ability to verify this information is limited to the information made available to us by the reporting service used.

