



Rental Policy Criteria

Arcadia Management, LLC as the managing agent for Coze Flats is fully committed to equal housing opportunity. We do not discriminate against anyone on the basis of race, color, creed, religion, gender, disability, familial status, national origin, affection preference, marital status, or receipt of public assistance. Arcadia Management adheres to the Fair housing Law (Title VII of the Civil Rights Acts of 1968 as amended by the housing and Community Development Act of 1974 and Fair Housing Amendment of 1988.

A rental application must be completed and processed for all prospective residents 18 years of age or older (and under 18, if spouse). A valid state of federal government issued photo identification must be provided at the time of application for verification purposes.

A non refundable **APPLICATION FEE** of \$45.00 is required from each applicant.

A **SECURITY DEPOSIT** of \$500.00 is required at the time of application. This deposit is held throughout the approval process. If an applicant cancels their application, the security deposit will be forfeited.

The **APPLICATION FEE** and **SECURITY DEPOSIT** must be paid in separate checks or money order from the application fee. Only pre-printed checks will be accepted. No cash is accepted.

INCOME

Verifiable income of at least 3 times the amount of monthly rent is required for approval. Applicants are required to supply the information necessary to verify income, this includes: 2 most recent consecutive paycheck stubs, an employment offer letter (if new employer), and/or last two years of 1040 and Schedule C (if self employed). Failure of the applicant to supply proof of income within 48 hours of initial application will result in application denial and forfeiture of security deposit.

CREDIT/HOUSING HISTORY

Applicant must supply current residency information for all residences during the past five years, this includes living with family, college housing, etc. Each applicant's housing and credit history must reflect an overall good standing. A lack of credit and/or rental history, as opposed to poor credit and/or poor rental history, will not result in an automatic decline. A credit score under 650 with no negative factors will result in a Security Deposit equal to one month's rent.

PUBLIC RECORDS HISTORY

Each applicant's public records history must reflect an overall good standing.

If the findings of the overall review of information received on the applicant's consumer reports, rental application, and during interview are neither within the parameters for a Standard Lease Term approval nor within the parameters for a Decline, the applicant may remain eligible for an Accept With Conditions. If the applicant is eligible for Accept With Conditions, they will need to pay an additional deposit so that their total **SECURITY DEPOSIT** is equal to one month's market rent and/or the applicant may be accepted with the addition of a qualified Co-Signer/Guarantor.

Co-Signer/Guarantor Requirements

The Co-Signer/Guarantor must complete an application, pay any/all applicable Application Fees, meet all of the requirements on the Rental Policy Criteria, and must sign all required paperwork including but not limited to the Co-Signer Agreements BEFORE the applicant/resident moves in.

Applicants may be declined for the following:

1. Failure to provide acceptable proof of income within 48 hours of application.
2. Having an outstanding balance due to apartment community or mortgage company.
3. Any unlawful detainers or evictions filed.
4. Any felony or gross misdemeanor convictions, any misdemeanor convictions involving violence to a person or property, or other acts that may endanger or be perceived to endanger the health, safety, welfare, business practices, and/or reputation of ownership, management, it's personnel, and/or other residents.
5. Falsification, misrepresentation, or withholding of information or submission of inaccurate and/or incomplete information on any application, or during the interview.
6. Adverse information received on the application, and/or information received in a consumer credit report or public records history report.
7. Anyone currently in the process of filing bankruptcy.
8. Anyone who is not a US Citizen, National, or Non-Citizen with eligible immigration status.
9. Any households in which the number of occupants exceeds the following guidelines:
 - a. Studio 2
 - b. One Bedroom 2
 - c. Two Bedroom 4

I have read, understood, and agree to the above terms and conditions thereof from which my/our application will be processed. I/We authorize the Lyric at Carleton Place Apartments to make any and all inquiries, verify and obtain directly or through information exchanged now or later with rental, credit, and public screening services.

Applicant

Date

Applicant

Date