

ARBORS OF BOERNE LEASE APPLICATION CRITERIA AND STATEMENT OF RENTAL POLICY

FAIR HOUSING

Arbor Properties complies with Federal and Local Fair Housing Law. We do not discriminate based on race, color, sex, familial status, sexual orientation, age, student status, disability, religion or national origin or source of legal income.

APARTMENT AVAILABILITY

All vacant apartments are leased on a first come, first serve basis and will be held off the market until the application has been approved or denied. Once you are accepted and you change your mind in writing you will forfeit your security deposit and the unit will be put back on the market for any future applicant.

OCCUPANCY

A maximum of two persons are permitted per bedroom. However, a child twenty-four (24) months of age or younger will not be considered a person under the two (2) person per bedroom occupancy requirements. If a child occupying an apartment reaches the age of twenty-four (24) months of age during the lease term, and the apartment no longer complies with the foregoing standard due to the presence of the child in the household, the tenants in that apartment will be permitted to complete their current lease term, but will be required to relocate to a larger apartment or vacate that apartment at the end of that lease term.

APPLICATION

A separate rental application must be completed and signed by each person 18 years of age and older and proposing to occupy the apartment. Persons under the age of 18 will be listed as occupants under the lease, but all persons 18 and older must be tenants and obligors under the lease. A security deposit, and a non-refundable processing fee of \$100 per person 18 years or older are required at the time of application. The security deposit and application/processing fee should be paid with separate checks or money orders. Each applicant 18 years and older must provide a government issued photo-identification at the time of application.

RENTAL PAYMENT

All rent is due on the 1st day of each month and there will be a late charge penalty of \$25 plus \$10/day for all rent paid after the 3rd of the month, limited to 15 days. All returned checks will be assessed a service charge plus applicable late charge.

CRIMINAL HISTORY

Felonies, Class A misdemeanors, or similar pending charges for any applicant or occupant will automatically cause the application to be denied. The management does not lease to any known felons; however, we cannot represent or warrant that there are no felons residing on property due to the limited accessibility of obtaining such information, or to having a tenant later commit a felony or permit a felon to move in without knowledge. All apartment occupants must meet the criminal history criteria.

INCOME / FINANCIAL HISTORY

1. Monthly income should exceed three (3) times the monthly rental rate of the unit desired. All resident's income's when taken separately unless legally married with the same last name, must meet this requirement.

2. If income cannot be verified by an employer, the applicants must provide additional sources of verifiable income that meets property requirements (i.e., retirement, social security, tax returns or other verifiable legal income).
3. Bank statements are acceptable if the monthly average balance for the last six months equals the sum of tenant paid rent due for the first twelve months of the leased unit. For example, if you have applied to lease an apartment where the tenant's portion of the rent is \$500.00 per month, the average balance in your bank account for each of the last six months must exceed \$6,000 (500x 12).

CREDIT, EMPLOYMENT HISTORY, & RENTAL HISTORY

All applicant's credit must be favorable, considering all other criteria or application will be denied.

Applicant must have two (2) years verifiable employment history or documented college status during that period or meet the bank balance criteria set in #3 above.

Applicant must have two (2) years verifiable rental history. If prior rental history is unfavorable (late rent payments, poor housekeeping, unruly tenant or guest behavior, eviction, etc.), the application will be denied.

In addition, if the tenant's check writing history is unfavorable but rental history is favorable, the applicant must pay rent in certified funds (cashier's check or money order) until authorized by manager to pay by check.

Failure to provide accurate or complete information on the application will result in denial of the application.

UTILITIES

Electric service (and all other applicable utility services) must be connected in the tenant's name prior to moving in. Verification from the utility company is required prior to receiving keys to the apartments.

PET POLICY

Pets must be non-aggressive breed (no Pit Bulls, Rottweilers, Dobermans, etc.) that will not exceed 40 pounds when fully grown. A signed pet agreement and a \$300 pet deposit for each pet (half of which will be non-refundable), with two-pet maximum per apartment, is required prior to bringing a pet into the apartment. Pet interviews are required for all dogs prior to move-in. Pet owners are required to pick up their pet's feces, failure to do so will be the basis for eviction. There is a \$10 a month pet rent for each pet.

If you have any questions, the manager or leasing agent will be happy to answer them for you.

I have read the application and above rental criteria and understand the information within. I understand that all information contained within the rental application is subject to verification by the management. Signing this acknowledgement indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and security deposit (but not the application fee) will be refunded.

APPLICANT's SIGNATURES

DATE

MANAGER

DATE
