

# **D.H. Holmes Apartments**

## **Qualifying Criteria**

### **Market Rate Resident Selection Criteria Summary**

All rental applications must be in writing. A \$50.00 non-refundable application fee (per person) is due with application. All application fees must be paid by check or money order. **Cash is not accepted.**

- Age:** All applicants must be 18 years of age or older.
- Income:** Total monthly household income (gross) must be at least two and a half (2.5) times the amount of the apartment's rental rate. Proof of income is required. (i.e. pay stubs)
- Employment:** Prospective residents must have gainful and verifiable employment. Recent college graduates will be accepted without this requirement if all other areas of requirements are fulfilled. \*See guarantor if the other requirements are not fulfilled.
- Credit:** No unpaid rental related debt (see Rental History), no rental judgments or bankruptcies within the last twelve (12) months. Must pass third party credit screening.
- Rental History:** Applicant must provide one (1) year of satisfactory rental history. No evictions or unpaid rental related debt would be accepted within the past twenty-four months.
- Guarantor:** A lease guarantor will be considered for students, recent college graduates, for those who do not have verifiable rental history or do not meet income requirements. Guarantor will submit a completed application and pay an application fee. Guarantor must meet all of the qualifying criteria as well as proof of ability to support rent amount.
- Self-employed/  
Retired:** If self-employed or retired the applicant must provide copies of tax returns from the previous year and copies of the three most recent bank statements showing proof of ability to pay rent for the term of the lease.
- Non-U.S. Citizen:** Copy of passport, green card, student ID and/or pay stubs will be required.
- Pets:** Pets are accepted; *only non-violent breeds under 100lbs*. A non-refundable pet fee of \$500 is required per dog and \$300 per cat. Pet fees are not required for service animals.



**Criminal Background Check:**

A criminal background check will be run on all Applicants. An applicant may be automatically denied in the event the applicant(s) have ever been convicted of a felony or misdemeanor for a crime against a person, another person’s property or against society. The applicant(s) may also be declined if they have received adjudication or has been charged with a felony or misdemeanor offense(s) within the past seven (7) years for a crime against a person, another person’s property or against society. An automatic denial will also occur should an applicant appear on the list of known terrorists and wanted fugitives as provided by the Office of Foreign asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies.

The applicant agrees that the lease shall be terminated in the event the applicant, after moving onto the property, is convicted of a felony or misdemeanor for a crime against a person, another person’s property or against society, and/or appears on the list of known terrorists and wanted fugitives.

Note: 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 or are not subject to deferred adjudication for a felony.

**Automatic Denial:**

- a. Applicants rental history that includes court evictions(s) in the past two (2) years, landlord request(s) to leave apartment due to lease violations, or a poor rent payment history.
- b. Applicant has a pending bankruptcy.
- c. Any registered sex offender.

**Occupancy Standards:** Recommend 2 persons per bedroom.

Please allow a minimum of three days to process your application. Acceptance of application by D.H. Holmes Apartments does not guarantee approval nor does it guarantee the applicant can move in on the day desired. Application process may require additional information from Applicant. All aspects of the process must be completed before final approval and move in. If Application is denied, applicant will be notified by mail. If application is approved, applicant has 72 hours from the time of approval notification to cancel without forfeiture of any holding deposit. Any deposit will be lost if applicant cancels after 72 hours of approval notification.

I hereby authorize any employer, law enforcement agency, administrator; federal, state, county or city agency; consumer reporting agency or institution to release information to Core Logic SafeRent, Inc. I voluntarily waive all rights of recourse and release all of the above from liability for compliance with this authorization. A telephone facsimile or photocopy of this release shall be as valid as the original.

