LEASE APPLICATION CRITERIA AND STATEMENT OF RENTAL POLICY FAIR HOUSING

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

APARTMENT AVAILABILITY

Any apartment is leased on a first come, first served basis.

OCCUPANCY

A maximum of two persons are permitted per bedroom, or two persons and an infant per bedroom if the infant will not reach the age of two (2) years old during the term of the lease.

APPLICATION

A rental application must be completed by each applicant and each occupant over 18 years of age.

CRIMINAL HISTORY

Felonies or pending charges that could result in a felony conviction, automatically deny an individual's application. The management does not lease to any known felons; however, we cannot represent or warrant that there are no felons residing on the property due to the limited accessibility of obtaining such information.

Residents and occupants must meet the criminal history criteria.

INCOME / FINANCIAL HISTORY

1. Monthly income should exceed three **(2.5) times the monthly rental rate of the unit desired**. All residents' income when taken together should meet this requirement.

2. If income cannot be verified by an employer, the resident must provide additional sources of verifiable income that meet property requirements i.e., retirement, social security, and tax returns.

3. Bank statements are acceptable if the monthly average balance for the last six months equals the sum of rent due for the first six months of the leased unit. For example, if you have applied to lease an apartment renting for $300.00 per month, the average balance in your bank account for each of the last six months should be $1,800.00 ($300 x 6).

CREDIT

The applicant's credit should be favorable, considering all other criteria.

EMPLOYMENT HISTORY

Applicant should have two **(2) years verifiable employment** history.

RENTAL HISTORY

Applicant should have two **(2) years of verifiable rental history**. If the rental history is unfavorable, the application can be denied.

Also, if the check writing history is unfavorable but the rental history is favorable, the applicant must pay rent in certified funds (cashier's check or money order).

MILITARY REQUIREMENTS
All Armed Forces must present documents with information on the length of the term in San Antonio. Any such term less than 6 months will require an additional $100.00 upcharge with no move-in special promotion. If orders are given before the 6 months are up, the move-in special will be charged back.

CO-SIGNERS

Persons who do not meet the above criteria and also who do not have unsatisfactory rental performance may qualify if they have a qualified co-signer. The co-signer must meet all criteria with the exception of income requirements, which should be **six (6) times** the amount of the rental rate of the desired unit. If there is more than one co-signer, all co-signers income when taken together should meet the income requirements.

RENTAL PAYMENT

Monthly rent is due on the 1st of each month. There will be a late charge penalty for all rent paid after the 3rd of the month. All returned checks will be assessed a service charge plus applicable late charges.

APPLICATION/ADMIN FEES

All individual applications will require a $75.00 fee. Joint applications will require a $75.00 fee. Admin fee is $100.00. All application fees and deposits are to be made online or in person in money order or cashier's check. Security deposit and application fees are to be paid online or by separate check or money order.

I have read the above application and rental criteria and understand the information within. I understand that all information contained within the rental application is subject to verification by the management.

APPLICANT's SIGNATURES   **DATE**   **MANAGER**   **DATE**

_____   _____   _____   _____

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