



## Rental Application Criteria

The following information will be taken into consideration as we process all information for your new apartment home. Please be sure to provide all information so that we may insure timely and accurate processing. Each applicant must provide government photo identification and allow it to be photocopied. Thank you for giving us the opportunity to assist you in your apartment needs. There is a non-refundable application fee due at this time: \$\_\_\_\_\_ per applicant. This fee is payable in money order or cashier's check only.

### Resident History

One year of verifiable residency will be required so that we may review the history. Please be sure to provide all resident history consecutively with all the months included. We will need all appropriate phone numbers. If resident history is questionable, dependable on the severity, we may require a co-signer, the lease to be paid in full, or the application may be denied. \*\*If there is an eviction or you owe a prior landlord, the application will be denied.

### Credit

Credit is required so that we may review payment history. In addition to verifying your credit we run a criminal background check. Family members will not be considered rental history unless legal documentation can be provided. If credit is questionable, depending on severity, we may require a co-signer, the lease to be paid in full, accounts paid to satisfy criteria, or the application may be denied. Any bankruptcy will result in a denied application.

### Employment

One year of verifiable employment will be required with a gross monthly income of (3) times the rental amount. If current gross monthly income does not meet the above qualification, or we cannot verify one year of employment, we may require a co-signer, the lease to be paid in full, or the application may be denied.

### Reasons for denied occupancy

An applicant (s) may be denied occupancy for the following reasons:

- Falsification of application by applicant
- Incomplete application by applicant
- Insufficient income ( total of all applicants)
- Criminal conviction history of violent or sexual crime committed, some misdemeanors will result in a denial as well.
- Poor credit history of any applicant
  - A. Debt to income ratio
  - B. Owing utilities
- Poor rental profile of any applicant. Rental history of:
  - A. Non-payment or frequent late payment of rent
  - B. Eviction
  - C. Drug Use
  - D. Poor Housekeeping Poor supervision of applicant's children
  - E. Unruly or destructive behavior by applicant, applicant's children or guest
  - F. Violence to persons or property by applicant, applicant's children or guest

*This is an official document of Brentwood Apartments and any attempt to falsify this document could result in lease termination, deposit forfeiture and/or fines. It is the resident's responsibility to request, sign, and submit the correct form to management by the deadline specified in writing by management or the lease. It is the resident's responsibility to request and retain a copy of this form for personal records.*

**Security Deposit**

A security deposit is required to hold an apartment of the floor plan you have chosen. This deposit will hold the apartment up to 30 days depending on the available unit. The deposit is refundable if for some reason you do not qualify, and you have provided all necessary paperwork in a timely manner (5 days), but is non-refundable if you cancel after 24 hours of approval.

**Pet Fee**

A pet fee is to be paid before you move a pet into the apartment. This fee is non-refundable and does not apply to pet damages. We do not accept payments for the fee. There is a two (2) pet limit per apartment. Dogs considered aggressive breeds and/or deemed aggressive or vicious by a veterinarian or government official will not be allowed on premises. Dogs of oversized breed will not be accepted. No exceptions. Management reserves the right to deny any pet.

**Move-In**

Prior to moving into your new home, you must have utilities transferred into your name to avoid a \$10 a day charge. Please sign your leasing paperwork when you fill out your application or set an appointment to do so the day of your move-in. This will ensure a smooth, stress free moving day only involving picking up your keys and paying final amounts due.

Thank you for choosing Brentwood Apartments as your new home! We look forward to working with you!

I acknowledge that I had the opportunity to review the property’s rental criteria, which includes reasons why my application may be denied, such as criminal and credit history, current income, and rental history. I understand that if I do not meet the property’s rental selection criteria or if I fail to answer any questions or give false information, the property may reject the application, retain all application fees, administrative fees, and deposits as liquidated damages for its time and expense, and terminate my right of occupancy.

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Applicant/Date

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Applicant/Date

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Applicant/Date

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Applicant/Date

\_\_\_\_\_/\_\_\_\_\_  
Representative/Date

*We do not discriminate on the basis of race, color, creed, religion, sex, national origin, disability, or family status.*