



OUR APPLICATION PROCESS

We want to assure our residents that the community they reside in is a well-maintained community. We have a thorough screening process. If you meet the application criteria and are accepted, you will have the peace of mind knowing other residents in this community are being screened with equal care, and the risk of illegal activity occurring in the area is reduced.

1. APPLICATION FEE

TEAM Management requires a \$20.00 NON-REFUNDABLE APPLICATION FEE and a Government issued photo ID. You agree to allow up to 21 days for processing the application. After your application is pre-approved, you will then be required to make a EARNEST HOLDING DEPOSIT of \$100. The earnest money will go toward your Security Deposit at the time of acceptance. The earnest money is non-refundable if, at any time, you cancel your application. If your application is denied, you will be refunded your earnest money. The check will be mailed to the address listed on the application. When an applicant is accepted, the remainder of the Security Deposit is due within 5 days. If Security Deposit is not paid in full within 5 days, the applicant will be considered a cancellation, and forfeit the \$100.00 earnest fee.

APPLICANT SCREENING CRITERIA

2. A COMPLETE APPLICATION

One application for each adult person to reside in the apartment.
If a line is not filled in, or omission explained satisfactorily, we will return the application to you.

3. RENTAL HISTORY VERIFIABLE FROM UNBIASED SOURCE

Your rental history must be provided to us. You are required to have at least two years* of previous rental history. It is your responsibility to provide us with the information necessary to allow us to contact your past landlords. We reserve the right to deny your application if, after making good faith effort, we are unable to verify your rental history.

**In lieu of two years unbiased rental history, applicants can be accepted with addition security deposit. Additional security deposit will be one half of required security deposit.*

4. INCOME ELIGIBILITY

If heat is included, rent does not exceed 50% of gross monthly income.
If heat is not included, rent does not exceed 40% of gross monthly income.

If you are applying for a Section 42 Low to Moderate Income apartment, annual maximum income is set as followed:

HOUSEHOLD SIZE	MAX ANNUAL GROSS INCOME – 50%	MAX ANNUAL GROSS INCOME – 60%
1 PERSON	\$23,750	\$28,500
2 PEOPLE	\$27,150	\$32,580
3 PEOPLE	\$30,550	\$36,660
4 PEOPLE	\$33,900	\$40,680

5. VERIFICATION OF CRIMINAL HISTORY

Verification of arrest and conviction report will be obtained.

6. YOU WILL BE DENIED IF:

- You misrepresent any information on the application.
- If misrepresentation is found after a rental agreement is signed, your rental agreement will be terminated.
- In the last three years you have been convicted of the manufacture or distribution of a controlled substance.
- In the last three years you have had a conviction for any type of crime that would be considered a threat to rental property or to other residents' peaceful enjoyment of the premises, including but not limited to the manufacture or distribution of controlled substances.
- You are a registered sex offender that would be considered a threat to rental property or to other residents' peaceful enjoyment of the premises.
- In the last three years you have unpaid collections, a court ordered eviction, or any judgment against you for financial delinquency. Negative credit history, other than for not fulfilling terms of a leasing contract, may be acceptable, provided there are more positive accounts than negative accounts.
- Previous landlords report significant complaint(s) of noncompliance activity including, but not limited to:
 - Repeated disturbance of the neighbors' peaceful enjoyment of the area.
 - Reports of gambling, prostitution, drug dealing, or drug manufacturing.
 - Damage to the property beyond normal wear and tear.
 - Reports of violence or threats to landlords or neighbors.
 - Allowing persons not on the lease to reside on the premises.
 - Failure to give proper notice when vacating the property.
 - Previous landlords would be disinclined to rent to you again.

_____ I have been offered a copy of the lease and rules and regulations.

We do business in accordance with Federal Fair Housing Law. We do not discriminate against any person because of race, color, religion, sex, national origin, family status, disability, marital status, ancestry, income source, sexual orientation, or age.

_____ Signature

_____ Date



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