



APPLICATION CRITERIA



The following qualifications are established to ensure uniformity in leasing standards to all applicants and compliance with local, state, and federal governmental regulations.

1. Applicants must be 18 years of age or older.
2. Gross monthly income must be 3 times the monthly base rental amount. Senior citizens and person's receiving disability benefits may qualify at the property designated income criteria if debt ratio is less than 50%. Full time students requiring parental income for approval must provide verification of full-time student enrollment and parents must provide verifiable income that is six (6) times the monthly rental amount with a completed Guarantor application.
3. Applicants must have current employment with six (6) months of verifiable employment and/or fulltime school enrollment. Photocopies of the last two (2) months of earnings are required. For new employments, applicant must have written documentation from employer to confirm employment date and pay rate. If self-employed, applicant must provide copies of immediate past two (2) years IRS tax returns and current bank statement that supports income stated.
4. If child support and/or alimony is to be considered for income qualification criteria, applicant must provide proof that child support has been received for the past six (6) months and a copy of the court order to verify monthly amount awarded.
5. Applicants must have six (6) months of favorable and verifiable rental and/or mortgage history with no more than two (2) late payments and no more than one (1) insufficient check return (NSF). In addition, there must be no resident/guest issues with prior landlord.
6. Applicants must have a good credit record which is 75% or more positive credit with no late payments beyond 60 days. Applicants with less than good credit records, bankruptcy, repossessions, or first-time renters may be considered if applicant pays additional deposit set forth by property. Any conditional approvals are subject to additional deposits required.
7. Occupancy limits have been established by the size of the unit. Maximum number of persons allowed is as follows (unless otherwise defined by statute or local ordinance):
 - a. For 1 Bedroom: 2 persons plus one 18 years of age or younger
 - b. For 2 Bedroom: 4 persons plus one 18 years of age or younger
 - c. For 3 Bedroom: 6 persons plus one 18 years of age or younger
8. Conditional applicants will be approved with a nonrefundable Risk Management Fee (RMF) in addition to the standard security deposit for the unit rented. The Risk Management Fees per Household are as follows:
 - a. Previous Utility Debt: (Natural Gas, Water or Electric Company) **\$200**
 - b. 1st-time renters or unverifiable rental history from an apartment community **\$300**
 - c. One Landlord Debt over 36 Months or 3 or more late Payments in 12 Months (Paid off landlord debts will not be charged a risk fee) **\$400**
 - d. Discharged bankruptcy over 7 years: **\$600**
9. Guarantors will be considered for applicants who are solely denied based on income. Guarantors are not considered for applicants that fail to meet rental history, credit, or criminal background qualifications. Guarantors may be relatives or an employer; friends may not serve as a Guarantor. The Guarantor must submit an application, pay the application fee, and provide all necessary supporting documents. Guarantors must have a net monthly income of 6 times the monthly market rent and meet all other Tenant Screening Criteria.
10. The Security Deposit will be determined by the applicants' credit and rental history (starting at \$400 and may reach up to a full month's rent) and non-refundable application fee (\$40 per adult) must be paid with application. Administration Fee (\$100) is due at move in. Surety Bonds may be offered as an alternative to a Security Deposit. Ask our Representative for additional information. Applicants must submit a security deposit and a signed lease within 24 hours of acceptance of application - failure to do so may in the Manager's sole discretion result in cancellation and revocation of the lease offer.
11. Applicant will be declined for the following reasons:
 - a. Has had a violent felony conviction or is a registered sex offender
 - b. Has had a felony or drug related conviction within ten (10) years from the date of final disposition
 - c. Has had a felony conviction for theft within two (2) years from the date of final disposition
 - d. Has any pending charges and/or arrest warrants issued for any felony crime
 - e. Misdemeanor charges or convictions for burglary, sex offenses, or crime against person within the past ten (10) year will not be accepted
12. Vehicles housed on the property are limited to ONE (1) per licensed driver. Unlicensed or inoperable vehicles are prohibited.
13. Boat, RV, trailer, or commercial truck (more than 2 axels) storage is not allowed on property.
14. Pets are not allowed without management's prior written approval and payment of pet fees in full for each pet (Pet Deposit is \$200 per household, plus a \$200 non-refundable fee per pet). Limit 2 pets per household. Every resident, whether owning a pet or not, is required to register on PreScreening.com annually. If you have a pet or animal, a fee will be paid directly to PreScreening.com during the registration process. PreScreening.com will assess your pet's eligibility to reside on the property and determine the applicable monthly pet rent.
15. Requests for special needs accommodation can be made in writing through the property manager.

DISCLAIMER: All prospective residents are screened to meet the above qualifications based on the information supplied by sources deemed reliable. However, there may be occasions wherein limited information is available or supplied to us for screening and events may have occurred since the screening information was obtained. We, therefore, do not warrant representation that these qualifications are absolute for all existing residents. Additionally, management reserves the right to offer residency to corporate companies. Corporate companies may utilize an independent screening process in qualifying their occupants.

We are excited that you have chosen our community! To ensure a smooth leasing process and compliance with all local, state, and federal regulations, we have established uniform qualification standards for all applicants. These qualifications are designed to maintain fairness and transparency, ensuring that every applicant is treated equally and according to the same standards.

One-Time Fees	Amount
Application Fee Per Applicant 18+	\$40
Administrative Fee Per Household	\$100
Security Deposit will be determined by the applicants’ credit and rental history starting at \$400 and may reach up to a full month’s rent.	

Conditional applicants will be approved with a non-refundable Risk Management Fee (RMF) in addition to the standard security deposit for the unit rented. The Risk Management Fees per Household are as follows:

Risk Management Fees	Amount
Previous Utility Debt: (Natural Gas, Water or Electric Company)	\$200
1st-time renters or unverifiable rental history from an apartment community	\$300
One Landlord Debt over 36 Months or 3 or more late Payments in 12 Months (Paid off landlord debts will not be charged a risk fee)	\$400
Discharged bankruptcy over 7 years	\$600

Bankruptcy	Recommendation
Open, Discharged or Dismissed in the last 0-5 years	Decline
None, Discharged or Dismissed 6+ years	Accept

Residency History	Recommendation
No Landlord, tenant court records, unpaid Landlord collections of any amount in the past 7 years	Decline
Pending foreclosure or foreclosure with debt(s) owed	Decline

Criminal History
None in Last Seven (7) Years: Drug Manufacturing or Distribution, Physical Offenses Against Persons (Violent-Fatal, Violent-Non-Fatal, Kidnapping, Sex Offenses), Other Felony Offenses
Items Considered/Reviewed Individually: Financial Offenses (Fraud, Bad Check), Drug Use Offenses (Marijuana, Other), Other Offenses (Motor Vehicle & License, Prostitution, Alcohol, Wildlife, Government Obstruction)
Criminal history which indicates that an applicant’s tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy could result in substantial physical damage to the property of the owner or others may result in denial of application.

Household Net Income	Explanation	Recommendation
If income is 0 – 2.99 x the rent	Fails to meet the income to rent ratio.	Decline
If income is 3 x the rent or more	Meets or exceeds Resident income to rent ratio.	Accept
Assets may not contribute to qualifying income. All applicants must verify income by providing trusted income information directly from the source. Manager reserves the right to decline all incomplete and unverifiable income sources. How to calculate rent-to-income ratio		

Household Net Income	Explanation	Recommendation
<p>To calculate a rent-to-income ratio, you will need the monthly gross income of the tenant and the rent they will be paying, as well as a percentage threshold. A general guideline is around 30% of gross income. You will then divide the rent by the gross income to get the percentage.</p> <p>https://www.turbotenant.com/landlord-toolbox/rent-to-income-ratio-calculator/</p> <p>How to calculate annual income</p> <p>To calculate an annual salary, multiply the gross pay (before tax deductions) by the number of pay periods per year.</p> <p>For example, if an employee earns \$1,500 per week, the individual’s annual income would be 1,500 x 52 = \$78,000.</p>		
Pet Policy		
<p>Pet Deposit is \$200 per pet, plus a \$200 non-refundable fee per household.</p>		
<p>Pets are not allowed without management’s prior written approval and payment of pet fees in full for each pet. The following breeds are prohibited which may result in denial of application:</p> <ul style="list-style-type: none">• Akita• Chow• Pit Bull• German Shepherd• Malamutes• Dóberman• Rottweiler• Presa Canario• Husky• Wolf/Dog Hybrids• Cane Corso <p>Barnyard animals are strictly prohibited. Additionally, babysitting, fostering, or caring for any other person(s)’ animals or pets is not allowed. Unapproved animals on the rental premises are considered a lease violation and may result in penalties, up to and including eviction.</p> <p>All pets and service animals must be screened and/or validated by the property management.</p> <p>Every resident, whether they own a pet or not, is required to register annually on PreScreening.com. If you own a pet or animal, there will be a registration fee paid directly to PreScreening.com, which will assess your pet’s eligibility to reside on the property and determine the applicable monthly pet rent.</p> <p>A maximum of two pets is allowed per household. Per City of Leavenworth, KS regulations, all pets must be registered with Animal Control. Pet rent is \$25.00 per pet.</p>		

