



## University Realty Qualifying Criteria

All prospective residents will be required to meet the following qualification standards to include, but not limited to the following criterion. Past resident history may have an effect on the outcome of your application for residency.

### 1. Occupancy Policy

- a. Occupancy guidelines are based on the size and characteristics of each floor plan and may vary based by floor plan. Generally, occupancy limits are one person per bedroom, but could be more or less for a given floor plan or based on state or local ordinances.

### 2. Application Process

- a. Select your new home (apartment, condo, house)
- b. Complete the application on the designated form. Each adult occupant (18 years or older) must complete an application.
- c. Pay your non-refundable application fee and pay your deposit, which is equal to 1 months' rent. Should you cancel your application this deposit is non-refundable.
- d. If the application is approved you will be required to sign the lease agreement immediately and within given deadline and pay your 1<sup>st</sup> month's rent at the time of lease signing.

### 3. Income Requirements

- a. Applicants must have a gross monthly income of 3 times the monthly rent.
- b. ALL applications must be submitted with sufficient proof of income. Acceptable proof of income is one of the following: 2 most recent check stubs, a W2 or 3 months of bank deposits.
- c. Preferred to have 2 years of job history; if applicant is starting a new job, the future position and salary must be verified in writing on a company letterhead and be effective on or before the proposed move-in date.
- d. If the applicant does not meet the rent to income ratio, they may be approved with an approved guarantor. See guarantor criteria.

### 4. Credit Requirements

- a. A credit report will be processed on each applicant.
- b. The applicants overall credit score will be calculated based on an acceptable accounts ratio and established credit history.
- c. A below average credit score could result in a denial or conditional approval, with a higher deposit.
- d. The applicant's record must be free of evictions, foreclosures and housing related debts.

**5. Criminal History Requirements** - Upon receipt of the rental applications and screening fee, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been:

- a. A conviction, guilty plea or no contest plea, ever for: any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug related offenses (sale, manufacture, delivery or possession with intent to sell) class A/Felony burglary or class A/Felony robbery; or
- b. A conviction, guilty plea or no contest plea, where the date of disposition, release or parole have occurred within the last five years for: any other felony charges; or
- c. A conviction, guilty plea or no contest plea, where the date of disposition, release or parole have occurred within the last five years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession) property damage or weapons charges; or
- d. A conviction, guilty plea or no contest plea, where the date of disposition, release or parole have occurred within the last two years for: any class B or C misdemeanor in the above categories or any misdemeanors involving criminal trespassing, theft, dishonesty, and prostitution shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held waiting resolution of pending charges

### 6. Guarantor Requirements

- a. The guarantor's gross monthly income must total to at least 5 times the monthly rent amount

Initials \_\_\_\_\_

- b. Preferred to have 2 years job history; if applicant is starting a new job, the future position and salary must be verified in writing on a company letterhead and be effective on or before the proposed move-in date.
- c. A credit report will be processed and the above mentioned credit criteria will be applied.
- d. The guarantor(s) must be current on their rent and/or mortgage payments, and their record must be free of evictions and foreclosures.

**7. Pet Policy**

- a. University Realty does not allow pets at most of our properties.
- b. If you have a service animal we ask that you submit your request for your animal in writing.
- c. There are few properties that we manage, that do allow pets; at these properties there is the following restrictions:
  - i. A limit of one pet per apartment home
  - ii. Aggressive breed restrictions against, Pit Bulls & Staffordshire Terriers, Doberman Pinschers, Rottweilers, German Shepherds, Chows, Great Danes, Presa Canarios, Akitas, Alaskan Malamutes, Siberian Huskie, Wolf-hybrid.
  - iii. Weight limit of 35 lbs.

In compliance with State and Federal Fair Housing Guidelines, University Realty does not discriminate on the basis race, color, religion, sex, disability, familial status or national origin or any additional classes protected by state or local municipalities in the markets we participate.

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Applicants Signature                      Date

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Applicants Signature                      Date

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Applicants Signature                      Date

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Applicants Signature                      Date