

# Lakeshore Village Resident Selection Criteria

**General:**

This community strictly adheres to the Fair Housing Act and prohibits any employee from discriminating against any person because of race, color, religion, sex, national origin, sexual preference, handicap, or familial status. The 2013 Violence Against Women Act (VAWA) is applied accordingly. All Applicants must be of legal age (18 years of age or older) to rent an apartment at this community. If negative information is found in any category below, the application may be subject to denial.

**Identification:**

Proper identification for all occupants is required to reside at this community. Identification includes: state driver’s license, or state issued picture I.D. for all occupants age 18 or over.

**Credit History:**

At least 50% of the total trade lines must be positive. Medical bills and student loans are not considered. If the percentage of total trade lines falls within 30-49% the application may be approved with a double deposit and positive rental and criminal history.

**Tele Check:**

If any applicant in the household has a negative rating with Tele Check, the household will be approved with the condition that all monies will be paid with a certified check or money order only. **No checks will be accepted for payment.**

**Income:**

The income of all persons age 18 and older must be verified and the verification must be within 120 days of move-in. Income for affordable housing program units may not exceed maximum income guidelines that are based on the number of occupants in the household. Rent to income ratio is 2.5 times resident rental portion.

**Rental/Landlord History:**

All addresses revealed during processing will be researched and applicants must have positive landlord references for at least 1 year. Landlord references from a family member will require a notarized letter. Previous evictions or balances due within the last 8 years will not be approved. Previous rental payments must have been paid on time more than 2 late payments a year will result in a decline of your application. Other comments or violations could also result in a decline of your application.

**Criminal Record:**

A criminal record verification will be made on all persons 18 years of age and older who will occupy the apartment. Cause for the application to be denied includes conviction/charge within the last five years of:

- Felony Charges of any kind or duration will not be accepted.
- Illegal drug activity of any kind beyond one misdemeanor charge.
- Vandalism
- Misdemeanors beyond two charges

Crimes involving violence against another person or crimes involving sexual offenses will be denied regardless of the time frame in which they were committed. Applicants who have documentation reflecting the dismissal of a deferred adjudication must provide this documentation within three (3) days of submittal of the application.

**Occupancy Policy:**

Occupancy shall be limited to a maximum of two persons per bedroom plus one child under the age of six.

**Renter’s Insurance:**

All residents are required to carry a minimum of \$100,000 in liability insurance, this apartment community as an additional insured. Coverage must be maintained throughout each/every lease term until final move out. No lapse in coverage, for any reason, is acceptable. Residents will be required to provide proof of insurance at move in, upon lease renewal, or any change in coverage, or renewal of policy. Coverage may be acquired from any provider; however information will be provided from our preferred carrier.

**Standard Policies:**

An application deposit is required to hold an apartment and will be credited to the Security deposit upon execution of the lease. Once an application has been approved, the application deposit is not refundable upon cancellation by the applicant. If it is discovered that the applicant has provided false information or has not accurately completed the application to avoid negative information being found, the application will be denied. If a lease has been entered into and such information is discovered, the lease will be voided and legal action taken to evict. All applications must be completed in full prior to submission. No deposit will be accepted without a complete application and all required information necessary to process the application.

All applications will be processed in the order received. The Leasing office staff will contact you with a confirmation of approval/denial and a tentative move in date. Every effort will be made to meet the given move in date, however, situations beyond our control can affect your move in date resulting in a change of the original anticipated move in date. Management will contact applicants with any and all changes/delays/etc. Regarding your new home. A change in move in date is not grounds for refunding any application deposits.

Reasonable accommodations for persons with disabilities may be requested during application process. Waitlist policy is available upon request.

**Pet Policy:**

We do allow pets with a \$200 pet fee per pet and a \$300 pet deposit per pet and some dog breeds are not allowed, all pets must be current with vaccinations and spayed or neutered as per city ordinance, no animals are allowed to be left outdoors unattended including the back yard. Dog breeds not allowed are Pit Bull, Mastiff, Rottweiler, German shepherd, Husky, Chow, Doberman Pincher, Akita, and Wolf Hybrid. All pet fees and deposits must be paid before moving in. Some policies do not apply to households having a qualified service/assistance animal(s).

**All applications must be completed in full prior to submission. No deposit will be accepted without a completed application and all required information necessary to process the application.**

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| _____<br>Applicant’s Signature | _____<br>Date |
| _____<br>Applicant’s Signature | _____<br>Date |
| _____<br>Applicant’s Signature | _____<br>Date |