

Application Guidelines

Thank you for applying to The Colonnade Apartments

We are committed to complying with all applicable laws, including all Fair Housing laws and prohibit discrimination based on race, color, gender, marital status, national origin or ancestry, physical or mental disability, medical conditions, sexual orientation, age or any other consideration made unlawful by federal, state or local laws. The following are qualification guidelines to rent an apartment at our community:

- 1) **Application – An application fee may be required:** A completed and signed application from each adult is required. All adults must sign the lease. The security deposit is required before the application will be accepted. All adult Occupants are named as responsible parties on the lease. Applicant must be at least 18 years of age. Omissions and false information may be grounds for application denial.
- 2) **Occupancy Limits:** Two (2) occupants per one bedroom, Four (4) occupants per two bedroom, Six (6) occupants per three bedroom.
- 3) **Identification Verification:** A viewing of your Driver’s License or state picture ID is required prior to application submission. A copy of your Driver’s License or state picture ID is required at the time of move-in. A copy of your Social Security Card may be required.
- 4) **Credit:** A credit check will be performed and a scoring system, by an outside company, is used. If you score below the accepted level, an additional deposit or co-signer may be required.
- 5) **Rental History:** Any eviction, skip or unpaid rental collection shall be grounds for denial.
- 6) **Income Verification:** All income will be verified. Your most current check stub, income tax forms, bank statements or company letters will satisfy written verification. Minimum income is 3 times the monthly rent amount if you are married or single, and four times the monthly rent for roommates. If you are unemployed, at least 3 times the monthly rent for the term of the lease in a savings or investment account will qualify.
- 7) **Co-Signer:** Co-signers are accepted at The Colonnade. Co-Signers must have a minimum income of 5 times the monthly rent amount.
- 8) **Criminal History:** A criminal background check will be performed on all applicants. Court convictions for the following will be considered grounds for automatic denial: any criminal conviction which involves theft, burglary, robbery, child molestation, rape, homicide, prostitution, sexual exploitation (registered sex offenders), kidnapping, arson, reckless burning, and a felony committed with a deadly weapon. Also, any conviction for the selling of drugs or possession of drugs with the intent to sell will be grounds for denial. The management shall consider when any crimes occurred as well as the nature and seriousness of the offense. The list of possible grounds is not considered all-inclusive.

The requirements listed above are necessary to insure the proper review of the application. My (our) signature(s) below acknowledge that I have read and understand this document and that I have received a copy.

Applicants Name: _____ Signature _____ Date _____

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If you do not understand this document, please contact our office.