



## *Savannah House of Norman II*

Welcome to our community! Please take a moment to review our resident criteria, resident application screening process and policy before you apply for an apartment home. An applicant that does not meet the criteria due to item 6, 7 or 10 will require a guarantor also referred to as co-signer. This document should help explain the application process and required information needed from the applicant(s). We carefully review the last three years of the applicant's background check, resident history and employment/income history.

It is the policy of this community to comply with all applicable fair housing laws. Title VIII of the CIVIL RIGHTS ACT of 1968 makes discrimination based on race, color, religion, sex, familial status, disability, or national origin illegal in connection with the rental of most housing.

### **RESIDENT CRITERIA**

#### **ALL APPLICANTS WILL BE APPROVED ON THE FOLLOWING BASIS:**

1. Application fee is \$35 per applicant and non-refundable.
2. All members of the household 18 years of age or older must submit an application and be a party on the lease.
3. Applicant must be of legal age to contract, 18 years old. Emancipations are not accepted to void this requirement.
4. **Identification:** A valid photo I.D. is required to view or lease an apartment. It must not be expired over 30 days. We accept the following identification cards: State issued driver's license or I.D card (states within the U.S.), alien registration I.D. with photo and international passports.
5. **Occupancy:** The maximum number of occupants per apartment is two persons per bedroom: (Occupants are persons over the age of two years).  
ONE BEDROOM = 2 PERSONS  
TWO BEDROOMS = 4 PERSONS
6. **Income:** The household must have a verifiable re-occurring source of income. Applicant(s) must prove consecutive employment/income history for at least one year (cannot exceed more than a 30 day gap between employment) and provide a copy of the most recent check stub or previous year's tax return reflecting the adjusted gross income, net income earned after expenses. Otherwise, if the income history of household does not meet criteria, may obtain a guarantor.
7. **INCOME REQUIREMENTS:** Gross monthly income per household must be two (2) times the monthly rent on the chosen apartment per month. Guarantor applications considered separate and apart from household members.



8. **Self-Employment, Retired:** Such applicants must provide the previous year's tax return.
9. **Employment:** If employment for new job is to begin soon, the applicant must provide a letter from new employer on company letterhead indicating employment date and rate of pay information.
10. **Rental History:** Each applicant in the household must have resident/rental history for a minimum of six months and have all good rental history. If any questionable residential/rental history is on the processing report, management may require a double security deposit. If the applicant has not established rental history of at least six months:
  - A. YET MEETS ALL OTHER REQUIREMENTS, The applicant must pay a double security deposit in lieu of rental history requirement AND obtain a Guarantor.
  - B. Provide proof of dependent status to another member of the household who meets this resident/rental history requirement by legal documentation, example, past income tax copies, guardianship, custody documents, or marriage license.

NEITHER, GUARANTOR OR DOUBLE DEPOSIT WILL BE ACCEPTED IN LIEU OF BAD RENTAL HISTORY, I.E. EVICTION, OVERDUE BALANCE, ETC.

11. **Pets:** One pet (cat or dog) per apartment allowed. Maximum pet weight limit is 20 lbs. A \$500 pet deposit must be paid, \$400 nonrefundable. There is a \$10 pet fee each month. Any and all cleaning, replacements and damages caused by such pet are charged to the resident. A photo of the pet must be provided to management. Aggressive breeds will not be allowed. Pet rules of the lease agreement are strictly enforced.
  - A. Sample list of restricted dog breeds but not limited to this list: Pit Bulls, Rottweiler's, Presa Canrio, German Shepard, Huskies, Dobermans, Chow chows, American Bull Dog, Akitas, Terriers, Malamutes.
12. **Security Deposit:**

1 bedroom	\$100
2 bedroom	\$200

If the applicant cancels the lease for any reason, the security deposit is forfeited. The security deposit is only refunded if the application is rejected/denied. Once the security deposit is put down on an apartment, the apartment is considered leased pending approval of applicant. The results of the application processing could require a higher security deposit amount for the applicant. The last three years of rental history/ownership, employment/income is reviewed in the application process. Applicants not having adequate verifiable rental or mortgage/home ownership history will have to pay a double security deposit and obtain a guarantor.
13. **Criminal background:** Persons convicted of violent or drug related crimes will be denied residency. Deferred, suspended or pending sentences are subject to denial.



Explanation of crime committed is required on application. A criminal background check will be conducted for each applicant and occupant 18 years or more.

- 14. Falsified application:** False information given on the application shall be grounds for owner's rejection of the application, non-return of deposit(s), and termination of right of occupancy and lease agreement.
- 15. Guarantors:** Guarantors will be accepted for applicants who do not meet the resident criteria for income requirements or rental/ownership history requirements. Guarantors are not accepted in lieu of an applicant(s) not clearing the criminal background check. Guarantors must have gross monthly income of three (3) times the monthly rent of the chosen apartment, six (6) months of verifiable resident or rental history, one-year employment/income history with no more than a 30 day gap. Guarantor must meet criminal background criteria and all other criteria identified in the application process. The guarantor will also sign a Guaranty document to support lease agreement. Guarantor must provide current pay stub and/or previous year's tax return to support income requirement. A \$35 application fee and guarantor application must be submitted by Guarantor for processing.

The Lease/Application Fee is a non-refundable fee and is due in separate payment from security deposit. **BOTH MUST BE PAID AT THE TIME OF APPLICATION IN SEPARATE CHECK OR MONEY ORDERS.** An apartment is not held or considered leased until the security deposit is paid, application fee paid and application form received.

**Required Lease/Application Fees: \$35 per application**

**The paragraph below is on the application and applies to all applicants and guarantors:**

**The security deposit will be refunded only if application is rejected/denied.** I have read and understand the criteria from which my application will be approved. Applicant represents that all of the information and statements provided are true and complete. By execution of this application, I hereby authorize Carlsbad Management Group, LLC. or its' agent to make such investigations into my credit, employment, and criminal history as they may deem appropriate, and release all parties from all liability for any damage that may result from their furnishing information to you. False information given on this application shall be grounds for owner's rejection of this application, non-return of deposit(s), termination of right of occupancy and Lease Agreement, and may constitute criminal offense. Applicant agrees and provides this information with the understanding that lessor may, at its option, report said information to established reporting agencies. Applicant hereby releases lessor from any liability therefrom. This application is preliminary only and does not obligate owner or owner's agent to execute a lease. The applicant hereby waives any claim to damages by reason of non-acceptance.

### **HELPFUL INFORMATION:**

**Renter's Insurance:** Landlord strongly recommends that resident secure his own insurance for personal liability coverage and coverage of personal belongings. More details regarding renter's insurance are listed in the lease agreement.

**Vehicles:** Vehicles must be operational and have current registration. No boats, trailers or recreational vehicles are allowed at any time. This is private property and we reserve the right to tow vehicles not in compliance with our lease agreement.



The application will not be sent to processing until the application has been fully executed and returned to management office, security deposit has been received for the selected apartment and application fee paid. I have read and understand the resident screening policy of this community.

Applicant(s) signature

\_\_\_\_\_ Date Signed

\_\_\_\_\_ Date Signed

\_\_\_\_\_ Date Signed

\_\_\_\_\_ Date Signed