

## Rental Criteria – Ridge Parc I and II Apartments

Carleton Living, LLC (CMS) is an equal-opportunity housing provider. CMS fully complies with state and federal fair housing and antidiscrimination laws, including, but not limited to, consideration of reasonable accommodations requested to complete the application process. Screening criteria will be applied consistently with all applicable laws. CMS does not discriminate against anyone because of race, color, religion, gender, gender identity, sexual orientation, handicap, familial status, or national origin. CMS reviews all applications, in a manner consistent with the above-listed guidelines and laws, in the following areas:

**AGE:** All applicants must be 18 years or older unless Federal Law regarding familial status applies. All applicants 18 and older who are listed on the lease must have a background check before moving in. Any minors who will occupy the apartment must be listed on the application.

**Maximum occupancy** standards per apartment home is as follows:

- **One Bedroom – 2 Occupants**
- **Two Bedroom – 4 Occupants**
- **Three Bedroom – 6 Occupants**
- **Four Bedroom - 8 Occupants**

If the maximum occupancy standards are exceeded due to birth, we will require you to relocate or transfer to a larger apartment (if available) at the end of 12 months. Management must be notified of occupancy changes for other reasons immediately.

**INCOME QUALIFICATION:** The applicant's monthly income must equal or exceed **three times** the monthly rental rate for the desired apartment. Applicant's employment must be current and verifiable. Verification must be proved by supplying one of the following:

- Consecutive two-month paycheck stubs
- Written confirmation from employer on letterhead, or
- Most recent income tax return if self-employed

**FEES AND DEPOSITS:** Each Applicant 18 and over will be charged an application fee of \$50 to be paid in the form of a money order or cashier's check. This application fee is **non-refundable**. Security deposits are:

- \$150.00 for a One Bedroom Apartment,
- \$250.00 for a Two Bedroom Apartment,
- \$350.00 for a Three Bedroom Apartment
- \$450.00 for a Four Bedroom Apartment

**RENTAL HISTORY:** All applicants must have verifiable positive rental history or homeownership of twelve (12) consecutive months to be eligible for approval. First-time renters are welcome with a legitimate reason for being first-time renters. However, the first-time renters' security deposit will **double** as required. CMS reserves the right to reject your application if your rental history shows that you:

- Were evicted, asked to leave, or skipped in the past thirty-six (36) months,
- left another apartment lease under less than favorable terms within the past twelve (12) months, or
- two (2) or more NFS checks were received within twelve (12) months of rental.

Applicants with a landlord debt of **less than \$1,500.00** will be approved upon providing sufficient **proof of payment** or release from such outstanding debt, with an **additional deposit equal to one month's rent**.

**CRIMINAL HISTORY:** CMS reserves the right to deny any applications with a criminal history as below:

- Felony Convictions for crimes against people, gun crimes, violence against people, burglary, and domestic violence less than ten (10) years old is an automatic denial (sentence time and probation/parole periods must be resolved).
- All misdemeanors less than 2 years old for crimes against people, gun crimes, violence against people, burglary, and domestic violence is an automatic denial.
- Intentional injury to a child or ANY sexual offense less than twenty (20) years is an automatic denial.
- Patterns of any repetitive convictions.

**CREDIT HISTORY:**

- Medical and Student Loan debts will not be considered
- Three or more collection accounts for utilities will be a denial regardless of FICO score
- Bankruptcy will be a denial unless it is dismissed or seven (7) years old

**AUTOMOBILES:** Maximum of two (2) vehicles per apartment. Vehicles must be operational and have current tags as required by the State of Texas. Vehicles must be in applicant’s name to be accepted. Proof of ownership by providing a title or registration is required. Work of any kind (including car wash), boat, or trailer is prohibited at any time.

**DRUG-FREE HOUSING:** Ridge Parc Apartments is a drug-free community. The lease agreement prohibits any drug-related criminal activities on or surrounding the premises. All applicants and leasers acknowledge not to be involved in any controlled substances as a user, addict, or dealer. All leasers self-certify that they had not been convicted of illegally manufacturing or distributing controlled substances.

**PETS:** Acceptable pets include domestic cats, dogs, fish, or birds that, when fully grown, do not exceed seventy-five (75) pounds. Pets of any known, or believed to be, an aggressive breed will not be allowed at any weight. CMS will comply with all local codes and ordinances regarding which breeds/species are considered aggressive. A pet fee of \$300.00 per pet and \$15.00 per month pet rent is required. There are no more than two (2) pets allowed per apartment. Specific animal, breed, number, weight restrictions, pet rules, and pet deposits will not apply to households having a qualified service/assistance animal(s) upon providing proper verification.

**REASONABLE ACCOMMODATION REQUESTS:** For any applicant wishing to request a reasonable accommodation, all requests for a reasonable accommodation must be made with the Business Manager either verbally or in writing. The request will be reviewed and responded to with an approval, a denial, or a recommendation for more information within 15 business days. Although some reasonable accommodation requests may require verification of the need for the accommodation, CMS will not require specific medical or disability information regarding the reason for the request.

**NON-RENEWAL/TERMINATION POLICY:** Management provides 60-day notice when they decide to terminate or not renew a lease. In the case of eviction for a good cause, the resident will be given a 1 to 3-day notice, which contains the specific cause for removal. Once those days expire, the property will file an eviction case with the local courts.

**PRIVACY POLICY-** CMS is dedicated to protecting the privacy of your information. This includes your Social Security or other government identification numbers. Our privacy policy is to help assure you that your information is kept secure. We follow all federal and state laws regarding protecting your personal information.  
**Acknowledgment of Rental Criteria and Application Integrity**

I **understand** and **accept** the qualifying standards and have truthfully answered all questions. I understand that **falsifying** Rental Application information will lead to the **denial** of the rental. Management's ability to verify this information is limited to the available data by the agencies and services used. It does not ensure that all individuals residing in or visiting the community conform to these guidelines.

_____	_____	_____	_____
Resident Signature	Date	Resident Signature	Date
_____	_____	_____	_____
Resident Signature	Date	Resident Signature	Date
_____	_____	_____	_____
Resident Signature	Date	Resident Signature	Date
_____	_____		
Management Signature	Date		