

## Retreat at Union Square Rental Criteria

**Retreat at Silvercloud is an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap status, familial status, or national origin. We also comply with protected classifications as specified under all state and local fair housing laws.**

### 1. Screening/Application:

Each applicant will be processed through Retreat at Union Square's approved credit screening company. Income, Credit rating and other statistical data will be used to evaluate each application. All persons 18 years of age or older must fill out an application and be listed on the rental agreement. Applicants must be of legal contractual age as designated by the state. A government issued photo ID must be presented by all applicants and Guarantors. Guarantors/Applicants who live out of state must submit a notarized application along with a copy of a notarized photo ID.

- ✓ \*\$40.00 Per Person (Application Fees are non-refundable)
- ✓ \*\$59.00 Business Application (Application Fees are non-refundable) (all occupants must fill out an application)

- **Approved: The application is approved with a standard security deposit**
- **Approved with Conditions: The application is approved with an increase in security deposit**
- **Decline: The application is declined and residency will not be considered**

### 2. Occupancy:

Maximum two people per bedroom plus one additional person for the apartment. No more than three (3) occupants in a one bedroom or five (5) occupants in a two bedroom or seven (7) occupants in a three bedroom. In determining these restrictions, we adhere to all applicable fair housing laws.

### 3. Deposit/Fees

- ✓ \$150.00 (Non-Refundable Admin Fee Due at time of Leasing)
- ✓ \$250.00 Standard One Bedroom Deposit OAC
- ✓ \$300.00 Standard Two Bedroom Deposit OAC
- ✓ \$350.00 Standard Three Bedroom Deposit OAC

### 4. Income:

Verifiable gross income must be three (3) times the stated rent amount.

- One month's current consecutive paycheck stub(s) will be required. An Offer Letter or Letter of Employment will be required for applicants starting a new position. (the letter will be verified) Hand Written paystubs will not be accepted.
- Some form of verifiable income will be required for unemployed applicants. (Bank Accounts, Alimony, Child Support, Trust Accounts, Social Security, )
- Self-Employed applicants will be required to show proof of income through copies of the previous year's complete personal tax return with 1099's(if applicable)In addition we will require 3 months current bank statements to verify stated income on the application. Business must be in operation for a minimum of 6 months.
- If the applicant has no verifiable income from any of the listed sources above we will accept, proof of assets (meaning cash or cash equivalents) must be provided in the amount of 36 months' worth of rental payments for the stated rent on the apartment that is being applied for.
- If applicant(s) have no verifiable income or proof of assets, a financial guarantor can be used. Financial Guarantor must meet all requirements listed under Financial Guarantor.
- Business Applications will be required to provide proof of financial responsibility thru the most recent year's tax return, or any other form listed above.

## 5. Credit History:

A credit report will be completed on all applicants/business applicants to verify credit rating.

- Score 10.0 -7.0 Credit Approved
- Score 6.9 - 6.0 Credit approved with additional deposit \$300.00
- Score 5.9 - 5.6 Credit approved Additional Deposit equivalent to 1x (one times) the Monthly Rental Amount
- Score 5.5 - below will be denied
- Bankruptcy will be permitted if cleared status on credit report.

\*\*Income plus verified credit history are entered into a credit scoring model to determine rental eligibility and security deposit levels. Based upon your credit score, your application will be accepted, rejected or accepted on the condition that additional security deposit is paid.

## 6. Criminal Background Search:

If applicants are accepted or accepted with conditions, we will conduct a nationwide criminal check for any public records within the last 7-years. Criminal conviction history for which management may deny an application include but are not limited to, felony, or misdemeanor involving theft, crimes against person OR property, fraud, financial crimes, assault, prostitution, drug-related, weapons charges, obscenity and related violations, sex crimes, child sex crimes shall be grounds for denial. Applicants must pass the Office of Foreign Control (OFAC) and Terrorist Watch List Search. Any persons listed will be automatically denied. If the applicant has a conviction in their past that would disqualify them under the criminal convictions criteria and wishes to submit additional information with their application to the management, so that management can engage in an individualized assessment of the public records results prior to the denial, the applicant may do so.

## 7. Rental History:

A current residence and at least (24) months recent verifiable resident history with phone numbers will be required.

- There must be at least (12) months recent positive verifiable rental or mortgage history to be considered for approval without an increased deposit. The total increase in deposit will be \$300.00.
- The application will be denied if there is a combined amount of (4) NSF checks or late rent/mortgage payments. Within the last (12) months. If within the last (12) months there are (2-3) NSF checks or late rent/mortgage payments you may be approved with an increased deposit. The increase in deposit will be \$300.00.
- The application will be denied if rental history demonstrates documented noise or other complaints, and/or when the previous or current manager/owner will not re-rent and/or the previous or current manager's/owner's reference indicate lease violations, poor housekeeping, improper conduct, damage to the property or money owed.
- Any evictions or unlawful detainer will automatically result in denial of the application.
- References from family or friends are not acceptable. No Rental History will result in an additional deposit of \$300.00.
- Business Applications we will accept Business References minimum of 3

## 8. Animals:

We accept animals, no more than 2 pets per apartment.

- Animals trained to assist blind, deaf, or other disabled individuals are always permitted.
- Animals must be at least 1 YEARS OLD No PUPPIES or KITTENS.
- A photo must be submitted of each pet prior to moving in
- Pet Rent \$15.00 per cat \$25.00 per dog
- \$300.00 additional deposit for cats and \$400 additional deposits for dogs.
- \$150.00 Non-Refundable fee per pet will be charged.
- \$200.00 Non-Refundable fee for unauthorized pet violations
- Aquarium: 10 gallon maximum \$100.00 additional deposit and proof of renters insurance required.

**Restricted Animals and Breeds**

Pit Bull, Rottweiler, Presa Canario, German Shepard, Huskies, Malamutes, Mastiffs, Doberman, Chow, St Bernard's, Great Danes, Akitas, Terriers (Staffordshire), American Bull Dog, Karelian Bear Dog, any hybrid or mixed breed of one of the mentioned breeds. Any caged animals, Tarantulas, Piranhas, Reptiles, Ferrets, Skunks, Raccoons, Squirrels, Rabbits, Birds

**9. Financial Guarantors:**

Guarantors will be accepted for applicants who do not meet the financial criteria. Only one guarantor per apartment is allowed. For guarantor supported applications, an additional application fee will be required. The financial Guarantor must fall in the 10.0-7.0 Credit scoring range to be eligible. The guarantor must have a gross monthly income of four (4) times the monthly stated rent and meet all other qualifying criteria identified in the screening criteria.

**10. Renter's Insurance:**

Primary Property Management requires all residents obtain **Renter's Insurance**. It is recommended that you carry a minimum of \$100,000 personal liability insurance coverage. If you do not currently have a policy in place you may Contact Boise Insurance for a Renters insurance quote: 208-854-7172.

\*To ensure prompt processing of your application, the above items must be presented within 48 hours of reserving your apartment. If the information is not forwarded to our attention within this time frame, we may return the apartment to the open market and your Holding Deposit may be retained by management.

\*Any falsification in Applicant's paperwork will result in automatic denial of application. In the event that an applicant falsifies his/her paperwork, owner has the right to hold all deposits and fees paid to apply towards liquidated damages.

If your application is rejected or is accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies which provided your consumer information to us. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration. The contents of the credit report must never be disclosed to the applicant. Any applicant not present at time of leasing will be required to have the application notarized.

**Application will not be considered until the application has been fully executed and returned, and all applicable application deposits have been paid. I have read and understand the entire resident screening policy of this community.**

**Applicants or their household members who display hostile, and/or discourteous behavior or actions toward management during the application process will have their application denied.**

**Applicant Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**Applicant Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**Applicant Signature**

**Date**

\_\_\_\_\_

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Upon leasing your new home with us, there are a few things you will need to bring with you to expedite the leasing process.

- PAYMENT:** Administrative Reservation Fee and Application fee. We require 2 separate personal checks/cashier checks/ or money order. **WE DO NOT ACCEPT CASH.**
- ADMINISTRATIVE/RESERVATION FEE:** \$150.00 Non-Refundable Fee.
- APPLICATION FEE:** \$40.00 Per Adult

**REQUIRED DOCUMENTAION TO RESERVE A NEW HOME:**

- APPLICATION:** Each person 18 years or older is required to complete an application. 24 months of verifiable rental history will be verified. Please be prepared to provide all residential address, contact names and phone numbers for this time frame.
- RELEASE FORM:** Sign and date the release form attached to the application. This form allows us to conduct a credit/background check.
- QUALIFICATION REQUIREMENTS:** Each applicant must read thoroughly, then sign and date.
- PAY STUBS:** 1 MONTH of most recent consecutive pay stubs per applicant. If it is a new position, an offer letter on company letter head is acceptable. For Self-Employed or other sources of income, please refer to the Qualification Requirements for further required documents.
- STATE OR GOVERNMENT ISSUED PHOTO ID:**

**IMPORTANT INFORMATION:**

- 1. The background/credit check generally takes 2 business days to conduct, however the processing time may be delayed if information given is incorrect. In some cases, supplemental documentation may be required to approve the application.**
- 2. The Administrative/Reservation Fee is a non-refundable fee if you decide to cancel your reservation with us at any time during approval process.**
- 3. The Administrative/Reservation Fee is refundable if the application is denied for any reason.**
- 4. If you are leasing and are from out of state, we will require all applicants to have their application notarized.**

\*To ensure prompt processing of your application, the above items must be presented within 48 hours of reserving your apartment. If the information is not forwarded to our attention within this time frame, we may return the apartment to the open market and your Holding Deposit may be retained by management.

**Thank You for your interest in our Community. We look forward to you joining our community.**

**Sincerely,**

**Retreat at Union Square**