

## Qualifications for Rental Application Approval

Thank you for your interest in Hawks Ridge Apartments. Four areas of criteria are considered when determining whether or not you will qualify for residency. Please read about them before filling out your application.

### **INCOME**

- Gross monthly income must be 2 times the monthly rent. Roommates may qualify together.
- Management will verify your income. If we are not able to verify this information by phone or fax, you will be asked to bring in 2-3 of your most current pay stubs or a letter of intent on company letterhead.
- Any other source of income, such as social security, etc. requires a statement provided by the appropriate agency.

### **WORK HISTORY**

- 12 months of verifiable job history at a minimum. This does not have to be the same job.

### **CREDIT HISTORY**

- Good credit history is definitely preferred, but not credit is better than bad credit.
- Not including medical bills, tax liens, and student loans.
- Bankruptcies are acceptable only if they have been discharged. Proof of discharge required.
- Judgments are acceptable if they are not from another apartment or are rent related in anyway.

### **RENTAL HISTORY**

- A minimum of 6 months good rental history or a mortgage account will be verified.
- No outstanding skips or evictions, whether verified by credit reports or by previous landlords will be accepted. If paid, proof of payment will be required.
- No balances due to previous rentals will be accepted.

### **MISCELLANEOUS**

- Each individual must qualify separately within 3 out of the 4 categories (with the exception of the income amount).
- Per our community policy, we will not accept applicants with a criminal record that would be a threat to our current residents or management.

**I/We have read and understand the qualification guidelines that have been established for this community. By signing below I am agreeing with them and understand that any false information provided here in will be automatic grounds for refusal of my/our application.**

\_\_\_\_\_  
Prospective Resident

\_\_\_\_\_  
Management

\_\_\_\_\_  
Prospective Resident