



# Southfield Apartments

## Resident Selection Criteria

(Please read before completing your application)

In signing the application and submitting your application charge, you are giving us the right to research the information you have given us.

- We may check your RESIDENCY HISTORY a minimum of two (2) years previous.
- We may check your EMPLOYMENT HISTORY (both current and past if applicable)
- We may check your CREDIT RATING with the credit bureau
- We may check your BANK ACCOUNTS for good standing
- CRIMINAL BACKGROUND checks may be conducted and the findings may prevent the application from being approved

Photo identification must be provided in the form of a valid driver's license, state issued photo identification card, or a military identification card. In order to help us complete your application in a timely manner, we ask that you fill it in as completely as possible. If you need to call us back with more information, please do so within the 72-hour grace period. Be sure to sign and date it where indicated. The leased address does not become effective until the application is approved by Management.

### QUALIFICATIONS

We require that every adult individual who resides in the apartment have an approved application on file. The income required for qualification is based on your verifiable gross income. Your salary must be in line with the following amounts:

- An individual will need 2.5 - 3 times the rental amount
- Roommates will each need 2.5 times the rental amount.

The income requirements are guidelines and can be adjusted up or down, based on your individual debt load.

Employment must be verified with current employer including position, dates of employment and salary. In case of self employment, the last year's income tax returns will be required. Social Security Pension payments, stock dividends, interest income, child support, maintenance support, or any other verifiable source may be included in applicant's gross figure as long as supporting documentation can be provided.

All applications are verified through a Credit reporting agency. Unacceptable credit history can be grounds for rejection. Lack of credit history shall not be grounds for rejection. *Applicants could be rejected due to, but not limited to the following reasons.*

1. *Falsification of any information on the application*
2. *Applicant is given negative rental history or negative mortgage payment history including but not limited to: evictions, unfulfilled lease agreements, outstanding balances owed, violation of rules and regulations, or foreclosure.*
3. *Income cannot be verified*
4. *Applicant is given a negative credit history. Repossessions, evictions, foreclosures, liens, civil judgment, unpaid collection accounts, accounts paid over sixty (60) days late, and bankruptcies will be viewed as bad credit.*
5. *Criminal background - crimes that will most often allow management to deny tenancy are assault, robbery, murder, arson, rape, sale of drugs, sexual predators and offenders.*

The following exceptions may apply under certain conditions:

Co-Signer/Guarantor may be allowed for applicants who qualify in all other items other than gross monthly income. Co-signer/Guarantor is subject to all applicant requirements.

Only applicants that qualify in all items other than having a minimal negative history may be asked for an additional amount as a security deposit in order to have their application approved. Any additional deposit must be paid in the form of a Cashier Check or Money Order.

Occupancy Standards allow two persons per bedroom (plus one minor who is six (6) months of age or less. The minor must reside with his parent, guardian, legal custodian, or person applying for that status).

Southfield Apartments will not discriminate against any person based on race, color, religion, sex, national origin, familial status, or handicap.

*In signing the application, you are aware that if the application is not approved, the application charge of \$50.00 is non-refundable. I hereby consent to allow Southfield Apartments through its designated agent and its employees, to obtain my credit information including a criminal background search for the purpose of determining whether or not to lease to me an apartment.*

Please acknowledge (by signing below) that you have read and understand the foregoing Resident Selection Criteria.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date