

I. INCOME REQUIREMENTS

The minimum income must be of all combined applicants monthly gross income to be 3 times the monthly rent. The following is the minimum annual income requirements by bedroom size.

CURRENT RENTS		INCOME REQUIREMENTS
One Bedroom	\$830 - \$1005	\$29,880 - \$36,180
Two Bedroom	\$925 - \$1200	\$33,300 - \$43,200
Three Bedroom	\$1175	\$42,300

II. ELIGIBILITY REQUIREMENTS

We will accept applicants who, at the time of application, meet the following Eligibility Criteria:

- ü All applicants must be 18 years of age or older and legally capable of entering into a Lease Agreement
- ü All applicants must qualify for occupancy according to the income qualifications that have been established for an Edgewood property apartment.
- ü A Credit report will be run on all applicants. Derogatory findings and/or judgments and/or collections could result in rejection of application.
- ü The apartment must be the applicant’s only residence.
- ü The applicants must meet occupancy criteria for Edgewood properties according to the unit size.
- ü All Applicants must provide verification of Social Security number and Valid photo identification
- ü All individuals 18 years of age or older (or legally emancipated) must submit a separate application.
- ü No record of any landlord and tenant cases that were filed for cause and ended in eviction and/or and outstanding balance.
- ü The applicant household must demonstrate the ability to maintain acceptable housekeeping standards
- ü The applicant household must have an acceptable criminal history record with no records of convictions including some misdemeanor, unclassified and all felonies and federal convictions

III. MAXIMUM OCCUPANCY CRITERIA

The following is maximum allowed occupancy in each of the apartments by bedroom size

Bedroom Size	Maximum Occupancy
One Bedroom	2 People
Two Bedroom	4 People
Three bedroom	6 People

IV. APPLICATION PROCEDURES

Applications will be accepted from all interested persons. Applications are received at the property's Rental Office during normal business hours. Under a reasonable accommodation request, applications will be mailed to prospective applicants and can be returned via mail or in person. Applications will be accepted on a first come, first served basis. When an apartment is available, applicants will be able to select an apartment at the time of submitting the application and a holding fee.

Upon completion of the application, the staff will meet with the applicant to review the application for accuracy and completeness. Incomplete applications will be rejected. At the initial meeting, the staff will review the eligibility requirements and rental criteria with the applicant and explain the verification process. Applicants shall be required to sign a release of information form granting Edgewood Properties the right to conduct a credit check, eviction records, registered sexual offenders data base and criminal background check. Applications will not be processed without a release of information form completed by all adult applicants.

Verifications of Income

1. **When currently Employment** – Copy of the three (3) most current paycheck stub or copy of the previous year's tax return or 1099
2. **Offer of Employment** – Copy of the offer letter on a letter head and acceptance of the employment
3. **When Unemployed, Retired or Student** – Copies of official documentation showing source of income such as investment accounts, trust funds, child support, alimony, financial aid, housing voucher, pension, retirement funds, etc.

Verification of Rental History

1. Verifiable Rental history for the last three years
2. No outstanding balance owed to a previous landlord (satisfactory payment arrangements may be accepted)
3. No more than 3 late payments or returned checks per year of residency
4. Residency verification should indicate compliance with the lease agreement and the rules and regulations
5. Resident verification should indicate the apartment was kept and maintained in acceptable housekeeping

Income and Rental History verifications are part of application process and all verifications will be process as indicated under the above criteria. All verifications are valid for a ninety (90) day period.

V. REJECTION CRITERIA

1. Falsification of any information on the application
2. Falsification of any documentation
3. Failure to satisfy the criminal screening
4. Failure to satisfy the income requirements
5. Failure to satisfy the minimum credit score
6. Balance owed to a previous landlord
7. Eviction by a previous landlord for cause
8. Failure to satisfy any Eligibility Requirements

VI. Security Deposit

1. The Standard Security Deposit has no minimum but a maximum of 2 months' rent based upon the completed application to include credit and criminal background.
2. An additional Security Deposit may be required based on your credit rating and/or rental history

VII. PETS

Cats are welcomed. No dogs No Exceptions

VIII. UTILITIES

All necessary utilities must be in the name of the resident's name prior to move-in. Charges for administrative fees and utility usage may be charged for not having the utilities changed over when you first move in.

IX. INSURANCE

Edgewood Properties encourages all residents to maintain personal liability insurance. To acquire coverage, you may choose the insurance carrier of your choice.

X. TRANSFERS

Transfers are only allowed under the following conditions and circumstances:

1. Pay a transfer fee of \$300.00
2. Due to a change in the number of occupants
3. In order to be in compliance with the occupancy criteria
4. Due to a medical condition