



### Prospect Qualifying Criteria

Welcome to our community before you apply to rent an apartment from our community, please review all the following criteria **BEFORE** you pay the application fee associated with the apartment. This community complies with **ALL** fair housing laws including those that prohibit discrimination based on race, color, religion, sex, national origin, familial status or disability. We do require if you are approved to pay the deposit to hold the unit. The hold is only good for 2 weeks after it becomes available. You don't have to move in that date BUT you DO have to start the lease and start paying at that time. All deposits are NON-REFUNDABLE if you back out for ANY reason after you are approved.

**Availability:** An apartment becomes available to be pre-leased once the current tenant turns in a written notice to vacate. If a tenant turns in such notice and it is pre-rented the current tenant must vacate on the date they had planned to.

**Occupancy:** Generally the rule is 2 people per bedroom, but the square footage will be taken into consideration to possibly allow for additional occupants.

**Age Requirements:** Lease holders must be at least 18 years of age and must complete an application for approval and sign a lease.

**Utilities:** Resident is responsible for electric, internet, and in some units cable if they wish to have internet or cable. Resident is required to carry renter's insurance **ALWAYS** during the lease. With the apartment complex listed as "additional interest" in case of cancellation we are notified. We have a company that will provide \$15,000 of personal coverage for your belongings and \$100,000 for our belongings for \$15.00 per month. If you choose to go with our company.

**Credit:** Credit is based on the score as well as the debt to income ratio as a lender would base it. **NO** current evictions are permitted. If it is an old eviction it **MUST** be paid in full. You must consent to a reference check on your previous landlords. If you leave off a landlord on your application and it shows up on your credit/criminal report it could mean an automatic disqualification. **Accounts active must be in good standing. Bankruptcy history is acceptable if your accounts since are all in good standing with creditors. Debts to utilities companies such as water, trash, electric, landlords, cable, or cell MUST be settled in full prior to acceptance.**

**Previous Residences:** As mentioned above the addresses on the credit/criminal need to match exactly what you put on the application. The applications can be found online at:  
<http://www.turnkeyprop.com/vacancies/>

Once you get approved we only hold a vacant apartment for up to 2 weeks. We only hold a unit once the deposit has been paid to hold said unit. If the deposit is not paid, it is not reserved. If someone else gets approved and pays, it is their apartment. The deposit is based on the credit/criminal report. It can be as low as \$99.00 and as high as 2 months' rent.

**Criminal:** All applicants with felonies will be considered on a case by case basis. Generally, anyone with a felony conviction that is related to a serious crime such as a sex offense, illegal drugs, bodily harm, or theft/damage from a property, within the last 7 years, will not be approved. Other misdemeanors will be looked at on a case by case basis. Repeat offence, how recent, nature of the crime.

**Income:** Total monthly gross income of all lease holders must be presented. We require you to make at least 3x the amount of rent to qualify without a co-signer. A cosigner needs to make 6x the amount of rent. 2 consecutive paycheck stubs must be presented at time of application to process application. (The online application gives you the chance to upload photos) If you are a 1099 contract laborer you will need to show last years tax return to be considered income. Income also meaning a full time job (not a temp agency) Recent gross check stub receipts are required when applying.

**Applications:** \$40.00 per adult 18 years and older. All applications are online at <http://www.turnkeyprop.com>. Before you submit the application be ready to pay your application fee as we cannot process it without the payment. Also be advised the application asks if you are a smoker or not, as some of our properties are non-smoking.

**Pets:** Pets will be limited to only 2 per apartment and must meet the breed restrictions for our insurance. The first pet is an additional \$25.00 a month rent, the 2<sup>nd</sup> pet is an additional \$25.00 a month rent. The pet fee is \$200.00 per pet and is non-refundable. No reptiles such as snakes or spiders are allowed on property. Pets are limited to 80 lbs. or less. If you have a service animal, you must present certification of completion of a training program for the service animal to be classified as such. A companion animal is not recognized by the ADA Title II or Title III and will not be considered as such. A picture of your pets along with vet proof of vaccinations will be required. **NO VISITING PETS.** If the vet classifies your pet as "MIXED" DNA **will** be required if it is in question by the property manager as to what it is mixed with.

ALL pets no matter what classified as must be registered online at: [turnkeyproperties.petscreening.com](http://turnkeyproperties.petscreening.com)

**Deposits:** Deposits are based on credit as mentioned above and can vary from \$99.00 to 2 months' rent.

**Admin Fee:** We require a \$200 non refundable admin fee due within 24 hours along with deposit BUT Separate cashier's check or money order.

**Renters Insurance:** As mentioned above, insurance is required at all times with "Turn Key Property Management" listed as "additional interest" We do offer Liability Insurance in house for an additional \$15-20.00 per month.

