



RENTAL CRITERIA

Thank you for choosing a Executive Management Services community! All criteria set forth below are strictly adhered to without regard to any protected status under Federal or State law. Each applicant must meet the following qualification criteria. This document has also been designed to outline our processes when processing and reviewing your application for approval. Please take a moment and fill out the attached application if you feel that you meet this criteria.

1. APPLICATION INFORMATION

- Each person over the age of 18 must submit a separate application along with government issued photo identification. A nonrefundable application fee must be paid, application must be completely filled out, and income verification must be submitted before the application will be processed. An apartment will not be held until the non-refundable administrative fee is paid and an application agreement is signed.
- All applicants who are not citizens of the United States must provide acceptable proof of US legal permanent resident status, legal conditional resident status, or legal presence in the U.S. Documents presented as proof must be original.
- Applicants must be able to enter into a legal and binding contract.
- Incomplete, inaccurate, or falsified information will be grounds for denial and termination of tenancy. It is the sole responsibility of the applicant to provide required documentation.

2. PROOF OF INCOME AND REQUIREMENTS

- The combined household gross income must be a minimum of 2.5 times the total monthly rate. One month of paystubs or other acceptable verification must be provided at the time of application. Other acceptable verification may include: tax returns, letters or statements from the income source, court orders, etc. Income from another individual will not be considered unless a court order exists (such as child support or alimony).
- If verifiable income does not meet the requirements above, or if employment history for 6 months is not provided, a qualified co-signer will be required or an additional security deposit may be considered.

3. CONSUMER CREDIT HISTORY

- A consumer credit report will be obtained for each applicant. Reports supplied by applicants will not be accepted.
- Credit history will be weighed in conjunction with all other rental criteria. The following negative items (whether or not they have been paid) may result in an additional security deposit being required: insufficient credit history, negative payment history, past due accounts, collections, judgements, tax liens, foreclosures, and bankruptcies that have been discharged. Insufficient credit scores or a combination of the aforementioned items may result in denial.
- The following items WILL result in denial: open bankruptcy, evictions, unpaid utility services, and unpaid housing debts.

4. VERIFICATION OF RESIDENTIAL HISTORY

- One year of verifiable residential history must be provided. Positive rental history or mortgage payment must be verifiable.
- Insufficient rental history may result in an additional security deposit.
- Any paid or unpaid balance due with a previous landlord, late payments, insufficient move out notice, or history of complaints or lease violations may result in an additional security deposit or denial. Any eviction history will result in denial.





5. CRIMINAL BACKGROUND

- A criminal background check will be performed on each applicant. Applicants will be asked to disclose any prior arrests, convictions, or pending criminal actions. Failure to disclose is grounds for denial.
- Arrests and pending criminal actions will not be grounds for denial but may be factors used along with other criteria. Convictions of any sort will be evaluated on an individual basis. Executive Management Services will consider the nature of the crime and the severity of the crime, along with how much time has passed since the criminal activity and the release from any imprisonment, parole, or probation.
- Persons listed on any sex offender list will not be considered. Persons who have a criminal conviction relating to drugs who have not provided evidence of completed drug rehabilitation will not be accepted nor will persons whose drug conviction relates to conviction for other than possession. Applicants should be aware that serious convictions relating to crimes involving violence, gang activity, arson, and injury to persons will likely be denied. Applicants recently released from prison, parole, or probation may be required to provide additional information and references.
- Applicants with criminal history are encouraged to properly disclose the information and to provide management with such other information as may assist in explaining the circumstances and mitigating factors of the criminal history.

6. CO-SIGNER REQUIREMENTS

- Co-signers must reside in the United States and complete an application and pay the nonrefundable application fee.
- Co-signers gross income must be 4 times the monthly rate. Only verifiable income will be considered.
- Co-signers must meet the criteria above.
- Co-signers must sign the lease agreement and all addendums.
- Co-signers do not have the right of possession, meaning they are not given keys and are not allowed to access amenities.

7. ANIMAL INFORMATION

- If you have an animal, additional requirements must be met. Please ask for a copy of our pet policy for additional information.

8. OCCUPANCY STANDARDS

- Our occupancy standards are maximum 3 people in a 1 bedroom, 5 people in a 2 bedroom, 7 people in a 3 bedroom.
- People of all ages are counted in the occupancy count described above. There is no minimum age. An Individual is considered an occupant even if their residency is only part-time. Anyone who stays in the apartment more than 10 days in any one month is no longer considered a guest and will need to complete an application and obtain approval for occupancy.

9. ADDITIONAL INFORMATION

- The non-refundable administrative fee is NOT a deposit and payment of such will not reduce the amount of the deposit due in any way.
- Smoking is not allowed inside your home or within 25 feet of the building unless otherwise specified in your lease agreement.
- Certified funds (cashier's check or money order) will only be accepted at move in. Checks, cashier's checks, or money orders will be accepted for non-refundable application fees, non-refundable administrative fees, and future payments unless applicant has a history of returned payments reflected on the credit report or rental verifications. **Cash is never accepted.**





10. APPLICATION CHECKLIST

- Please ensure you have the following documents when you submit your application. When applying in person, these should be provided at the time of application if possible, but no later than 24 hours after the application is submitted. When applying online, please email the required documents as soon as possible, but no later than 24 hours after the application is submitted.
- Completed application with signature and date (no blanks or missing information)
- Photo identification and any documentation required
- Proof of income
- Animal information, including shot records and photo of your animal
- Payment for your non-refundable application fee and non-refundable administration fee (no cash)

I have read, understand, and agree to abide by the qualifications for the application process. I understand that my application fee is non-refundable under any circumstances. I understand that the non-refundable administrative fee is refundable only if my application is denied by Executive Management Services. I hereby affirm that I have read and reviewed a copy of the Rental Criteria and Application Checklist along with the Rental Application. I understand that a signed, executed copy of the Lease Agreement and Addendums will be available to me upon taking occupancy.

Applicant Signature	Print Name	Date
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Applicant Signature	Print Name	Date
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Applicant Signature	Print Name	Date
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Applicant Signature	Print Name	Date
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Agent for Owner	Print Name	Date
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