

# VAN ROOY PROPERTIES

## OCCUPANCY GUIDELINES

Shadeland Terrace Townhomes provides an equal housing opportunity for all. Applicants must be 18 years of age or older and must show a valid picture identification and social security card before the application will be processed. Your application for residency will be reviewed and a determination of approval or denial will be made based on the following criteria:

1. **Resident History:** We verify residency for the past three (3) years. Residency will be verified through present and/or previous landlords and will include rental history, previous evictions, lease violations, disruptive behavior, history of late payment of rent or other obligation due under the lease agreement, returned checks for non sufficient funds, and general housekeeping practices. Individuals with prior evictions or money due previous landlords may not be accepted.
2. **Employment/Income History:** We verify **all** sources of income. This includes employment history, Social Security, pension, stocks, bonds, child support, unemployment, alimony, and any income from self-employment. Your total household income must not exceed the maximum income guidelines updated annually by the Housing and Urban Development.

All assets including but not limited to, bank accounts, trusts, annuities, certificates of deposit, and real estate must be verified.

The household's gross total monthly income must be three times the monthly rent for the apartment requested.

Employment must be verifiable. This employment must be in good standing and supported by independent income verification.

3. **Credit Report History:** A credit report will be processed and reviewed. A lack of credit history is not sufficient justification to decline an application. Paid collections are permitted. Unpaid collections, excluding medical and student loans, will not be permitted. Additionally, applicants must not be in the process of filing bankruptcy and any previous bankruptcy proceedings must be discharged. Proof that utilities can be established in the households name will be required. Judgments from previous landlords, unless paid in full will result in denial of application.

4. **Criminal History:** Inquiries will be made of each applicant as to criminal background. The criminal policy distinguishes between criminal conduct that indicates demonstrable risk to safety and/or property and criminal conduct otherwise. Considerations include the length of time since the conviction, the nature of the specific offense and its relation to risk of safety and/or property. Decisions are based solely upon reported convictions.

5. **Occupancy:** \*No new household members can be added during the first six months of lease.

### Maximum occupancy per Bedroom

5 persons – 2 Bedroom
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Shadeland Terrace Townhomes does not insure the resident or the resident's possessions. Residents must maintain their own fire, casualty and liability insurance in order to be covered for these potential losses.

I have read and understand the occupancy guidelines for residency at Shadeland Terrace Townhomes and wish to have my application processed. I understand that my application fee is non-refundable.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Management Signature: \_\_\_\_\_

Date: \_\_\_\_\_