

Thank you so much for starting the process in making  
KRC Ridge your new home!

Please complete your application in its entirety. If something does not apply to you please put N/A. Also sign and date the Rental & Employment Verification Forms. We do not accept notarized letters; we only accept Check stubs, tax returns, 1099 etc.

Please submit the following with your completed application:

- State Issued Identification Card/Drivers License
- 3 most recent pay check stubs
- If self employed provide 2 years of tax returns
- Proof of other income (example: Award Letter)
  
- Money Order for your Application Fee \$60.00 and Administrative Fee \$300

**APPLICATION FEE IS NON-REFUNDABLE UNDER ANY CIRCUMSTANCE.**

If you want to assist us in getting your application approval done quicker please provide fax numbers to your Human Resources Department and to your Landlord/Leasing Office. **Employers that utilize The Work Number or similar companies to complete Employment Verifications, unfortunately our company is NOT set up to purchase verifications you will have to purchase your own verification in order to proceed. We can NOT approve your application without all verifications.**

**RENTERS INSURANCE IS REQUIRED  
with \$100,000 in liability coverage.**

Your Application Approval is based on:

- Credit
- Criminal Background (No Felonies Accepted/ Misdemeanors Varies(Crimes against a person or Property will result in denial)
- Employment Verification
- Rental History Verification (we only allow 1 rental debt and it must be paid off)
- Income (Must qualify at 3 times the rental amount)

Our Apartments are: (These utilities are **NOT** included in your rent)

- **Electric** (Georgia Power)
- **Water** (Paid monthly \$55-2 bedroom \$70-3 bedroom)
- **ALL RECEIPTS/PROOF FOR UTILIES MUST BE PROVIDED BEFORE OR ON THE DAY OF MOVE-IN.**

By signing you are acknowledging that you have read and fully understand the information above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# STATEMENT OF EQUAL HOUSING

1. **We are an equal opportunity housing provider.** We comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.
2. **Apartment availability policy.** Apartments become available when they are ready to rent. A vacant apartment will not be deemed available until it has been cleaned, repainted, and prepared for a new resident. We update our list of available apartments, as each apartment becomes available. An apartment that was unavailable in the morning may become available later the same day.
3. **Occupancy guidelines.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair-housing laws. The rule of thumb is 2 occupants per bedroom with a limit on the number of adults who may occupy the apartment.

Unit type	Adult + Children	Adult only
1 bedroom	2 occupants	2
2 bedroom	4 occupants	4
3 bedroom	6 occupants	6

4. **Application process.** We evaluate every apartment application in the following manner. You must submit a rental application and answer all questions on the application form. You must pay the **\$60.00 non-refundable** application fee and the **\$300.00 admin fee (non-refundable if approved)**. We will determine from your responses to the application questions whether you qualify for the apartment you are applying for. If you do not qualify we will reject your application. If you do qualify you will then go through our evaluation process. This will include a check of your credit report, employment and rental references to determine if you meet our rental criteria. If you meet our criteria, we will approve your application. This process takes one to three days. We will rent available apartments to applicants in the order that their applications are approved.
5. **Rent Criteria.** To qualify for an apartment in this community, you must meet the following criteria:

Initial Below

- a. **Income** – Your monthly income must be at least 3x the monthly rent. You should be able to prove at least one year of employment. If you were a full-time student at any time within the past year, we require you to have your lease guaranteed. If you are unemployed, you must provide proof of a source of income.
- b. **Rental History** – You must have satisfactory rental references from prior landlords. If you have ever been evicted or sued for any lease violation, it has to be paid in full and at least 2 years old or we will reject your application. The property manager must approve any deviations from these guidelines.
- c. **Credit History** – Your credit record must currently be satisfactory. If your credit history shows any unpaid debts, you must give a satisfactory explanation or your application will be rejected.
- d. **Criminal History** – If you have ever been convicted of a felony crime we will reject your application. Misdemeanors against a person or animal and drug convictions will be rejected.
- e. **Guarantors** – If you do not meet one or more of the above criteria, you may be able to qualify for an apartment with a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except that we will deduct the guarantor’s own housing cost before applying his or her income to our income standard.

Resident Signature \_\_\_\_\_ Date \_\_\_\_\_