

**OCCUPANCY STANDARDS**

The following guidelines will be used in the evaluation of your application for residency.

**1. INCOME REQUIREMENTS:**

Applicant must be at least 18 years of age to lease an apartment. All adults must qualify and sign the lease to reside at the community. Combined gross monthly income must be at least three (3) times the monthly rent. Guarantor/Co-signer is required to provide proof of income in excess of five (5) times the monthly rent. Guarantor/Co-signer is required to sign the lease agreement.

**2. SUPPLEMENTAL INCOME:**

Social Security, disability, child support or alimony must have supporting documents if income is to be included to qualify. Written/typed statements from an individual claiming to provide income (whether or not the statement is notarized) will not be accepted as verified income.

**3. EMPLOYMENT VERIFICATION:**

Applicant must have at least six (6) months of verifiable current and/or prior employment history. For self-employment, a copy of current tax return with the Schedule C will be required.

**4. RENTAL/RESIDENT HISTORY:**

Application & Guarantor/Co-Signer must have good verifiable rental/resident history of at least two (2) years. All previous leases must fulfilled and or have a mortgage in good standing.

**5. CREDIT HISTORY:**

Applicant & Guarantor/Co-Signer must have good credit history with no outstanding collections, judgments or bankruptcies within the last 24 months. Management will review neutral credit and a decision will be based on other criteria.

**6. OCCUPANCY STANDARDS:**

One Bedroom Apartments.....Three People Maximum  
Two Bedroom Apartments.....Five People Maximum  
Three Bedroom Apartments.....Seven People Maximum  
Initials

## OCCUPANCY STANDARDS

### 7. CRIMINAL HISTORY:

Background checks will be conducted on all applicants. Applicants and Guarantor/Co-Signer will be denied for misdemeanor convictions involving crimes against persons or drug related offenses. Any felony convictions will prevent application from being approved.

8. APPLICATION PROCESS: All application paperwork including rental references and income verification must be provided to management within 72 hours of the time the application is submitted, or the applicant will be placed on the wait list and the original apartment placed back on the market for rental. If you choose to switch apartments before moving in, a \$75 unit-change fee will be charged.

9. SECURITY DEPOSITS: Applications that are approved will require a security deposit before move in. The security deposit may range from \$200.00 to a deposit equal to two months' rent.

10. PROOF OF RENTERS INSURANCE: \$100,000.00 Liability Policy is required before keys will be released. All lease-holders/residents must be listed on the policy. Century Highland Creek must be listed on the policy as an interested party and/or an additional insured.

11. PROOF OF ELECTRIC ACCOUNT: Electric account must be switched on into the resident's name on or prior to the day the lease begins. We must have proof of this before keys will be released.

12. IDENTIFICATION: All lease signers must bring government issued photo identification to sign the lease contract. All residents must sign the lease agreement prior to keys being released.

13. PETS: All pets must be preregistered with the office. There is a one-time pet fee per pet with a two pet maximum, breed restrictions and weight limits do apply. Please provide the office with a current copy of your vet records and a photograph of the pet at the time of application. Pets are not allowed within the home or in the community for any length of time without prior written approval from the management office.

Initials

## **Occupancy Standards**

### **Breed Restrictions**

**Any dog of or mixed with the below-listed breeds is not allowed in the community. In addition to the below-listed breeds, any animal that is aggressive or destructive, may be restricted by management. Exotic animals are prohibited. Maximum of three pets per apartment. All pets are required to be current on required vaccinations.**

**Akita, Pit Bull Terrier, Rotweiller,  
German Shephard, Presa Canarios, Chow-Chow  
Doberman Pinscher Wolf-Hybrids Mastiffs  
Cane Corsos, Alaskan Malamutes, Siberian Husky  
Staffordshire Terrier**

**This property does not discriminate against any person based on race, color, religion, sex, national origin, familial status or handicap.**

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