

Community: Brook Haven      Date: \_\_\_\_\_

Length of Lease: \_\_\_\_\_      Monthly Rental Amount: \_\_\_\_\_      Total Number of People: \_\_\_\_\_

**Applications**

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All persons interested in an apartment must complete and submit an application for tenancy.  
 All applications are numbered and logged according to date and time application is received.  
 An application must be “complete” in order to begin the application process. For an application to be considered “Complete” it must include the following: 1) A separate application for person over the age of 18 years old fully filled out and signed. 2) All required application fees and holding fees must be paid to the community.

**Selection Criteria**

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**Identity and Age Verification**

Government issued photo identification will need to be presented by all applicants.  
 All applicants must be at least 18 years of age.  
 Verification of citizenship or immigration status may be requested.

**Income Verification**

Persons whose gross individual and/or gross household income does not exceed the HUD maximum income limits or the HUD adjusted maximum household income limits as they appear in the federal Register from time to time, based upon household size. (See Specific Community Income Guidelines)  
 Individual and/or household gross income meets the minimum household income limit as described by the community. (See Specific Community Income Guidelines)  
 Verifiable income for a period of 1-2 years depending on lengths of time at current place of employment.

**Credit Screening**

Applicants must have maintained a satisfactory credit history demonstrating the ability to repay debts on time. (Note: Lack of credit history-as opposed to a poor credit history-will not be sufficient justification for rejection of an applicant). Credit report or a public records search that indicate prior evictions will result in application denial. Applicants that have an open bankruptcy will not be approved.  
 Credit checks (through Equifax Credit Reporting Agency)

**Residential History**

Positive comments from prior landlord(s). Having history of lease violations, involving repeated late payment, failure to pay rent, prior eviction proceeds having been initiated, public disturbances, damage to living unit or property of an other would jeopardize the approval of the application.

**Criminal Background Investigation**

Criminal background investigations will be conducted on all applicants. Any felony criminal activity within the last year or felony conviction within the past seven years will result in automatic application denial. Felony or misdemeanor arrests and/or charges for crimes against children, violent crimes, drug-related or sexual offenses will also be cause for denial of an applicant.

**Occupancy Guidelines**

<u>Apartment Size</u>	<u>Maximum Occupants</u>
One Bedroom	Two People
Two Bedroom	Four People
Three Bedroom	Six People
Four Bedroom	Eight People

**Student Status**

This rental community has received funding from a program which does not generally allow occupancy by households comprised entirely of full-time students. The information on the student status form as well as on the verification of student status form is requested as part of the household qualification process.

**Application Decision**

**If An Application is Declined:** Applicants will be notified in writing of any application denial and given fourteen (14) days to respond in writing to request a meeting to discuss the rejection. Any holding fees will be refunded to applicants that are declined unless the applicant is declined due to material misrepresentation on their application. All application fees are non-refundable. If your application is declined, included in the written notification you will be given the information to obtain a copy of the consumer report that we used in determining our decision.

**If An Application is Cancelled:** All application fees are non-refundable. If for any reason you withdraw your application or notify us that you have changed your mind about renting an apartment after 48-hours, the holding fee will be non-refundable.

**Failure to Execute the Lease:** In the event that you fail to sign the Lease Agreement after application approval, all said fees and deposits are non-refundable.

**Applicant Re-Apply Policy:** In the event that your application is declined, a minimum waiting period of 90-days must pass before a new application may be submitted. A new application fee and all other fees and/or deposits will need to be paid at the time of new application.

**Equal Housing Opportunity**

Richman Property Services, Inc. (Owner / Manager of this property) and all its associates support the principle of equal housing opportunities and adhere to the Fair Housing Laws. The company does not discriminate in the daily management of the communities, leasing of apartment homes or in any business practices related to its services, on the basis of race, color, religion, national origin, sex, familial status, handicap or any other factor under protection by federal, state or local laws.

**All applicants must agree to the following by signing this Applicant Selection Criteria Form.**

\_\_\_\_\_ (Initials) I agree to respond to a request for verification of information or to provide additional information or documentation necessary to complete the approval process, within the time specified by my community representative. I understand that if I do not respond within the time specified, my application may be canceled and I will no longer have an apartment on hold. In addition, I will forfeit all monies already paid to the community including all application fees and holding fees or deposits.

\_\_\_\_\_ (Initials) I affirm that this information and the information I have provided on my application paperwork is accurate to the best of my ability. I understand that falsification of information on the application and/or during application interview will result in immediate application denial.

*I hereby affirm that I have read and understand a copy of the Applicant Selection Criteria Form. I understand the application screening process in which this Richman Property Services, Inc. community will proceed to obtain and verify my credit information, criminal background history and other information that I have provided for the purpose of determining whether or not I meet the criteria in order to rent an apartment.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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

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Rev 1  
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For Additional Information, Contact: Heather Kattelman

