

# Caprock Apartments

## RENTAL CRITERIA

- 1) **We are an equal opportunity housing provider.** We fully comply with the Federal Fair Housing Act. We do NOT discriminate against any person on the basis of race, color, religion, national origin, sex, familial status or physical or mental handicap. We also comply with all state and local fair housing laws.
- 2) **Photo identification.** Any person 18 years of age or older interested in viewing an apartment will be required to provide photo identification and complete a welcome card. The photo identification will be returned upon completion of the tour. Tour subject to staff availability.
- 3) **Apartment availability policy.** We update our list of available apartments as each apartment becomes available. An apartment that was unavailable in the morning may become available later that same day. Likewise, an available apartment could be approved to a pending applicant at any time and removed from availability.
- 4) **Occupancy guidelines.** A maximum of 2 occupants per bedroom are allowed.
  - 2 occupants for a 1 bedroom
  - 4 occupants for a 2 bedroom

A family may occupy an apartment if the family does not exceed two persons per bedroom plus a child who is less than 12 months old and who sleeps in the same bedroom with the child's parent, guardian, legal custodian, or person applying for that status. Residents who have a newborn less than 18 months old at the time of rental application or lease renewal and whose newborn has reached 18 months of age during the lease term will be required to transfer to another apartment with more bedrooms within 90 days or the end of the lease term, whichever is the later date.

- 5) **Rental Criteria:** To qualify for an apartment, you must meet the following criteria:
  - a. **Income.** Reliable employment history and verifiable gross monthly income of applicant must be at least three (3) times the monthly rent of the apartment. Applicant must be employed or have verifiable retirement income or social security income. In case of roommates, each roommate must make at least three (3) times the monthly rent of the apartment. Each applicant is 100% legally responsible for the full rent and not each of them paying only half the rent.
  - b. **Age.** The applicant must be at least 18 years old.
  - c. **Occupants.** All, except immediate family members under 18 years of age, must apply for lessee status and complete an application.
  - d. **Credit history.** Your credit record must be satisfactory.
  - e. **References.** Satisfactory references from previous and present rental history.
  - f. **Guarantors.** College students may use a guarantor. The guarantor must pass the same application and screening process of the applicant, except the guarantor's gross monthly income must be at least 5 times the monthly rent.
  - g. **Pets.** A maximum of one (1) pet per apartment, not exceeding 25 lbs. and must be a minimum of 1 year of age. Prior to allowing any pet in the apartment, a pet agreement and all additional pet fees and pet deposits must be paid.
  - h. **Criminal Background Check**
- 6) **Application process.** You must submit a rental application and pay the \$ 30 nonrefundable application fee. In addition, you are required to submit your security deposit with the rental application. If you meet our criteria, we will approve your application. If your application is denied, the security deposit is returned to you. The security deposit money is forfeited as liquidated damages if, after, approval of the rental application, applicant fails to occupy the apartment unit for any reason. We rent available apartments to applicants in the order that their applications are approved.
- 7) **Automatic rejection.** Any application with falsified information, income below requirements, unpaid housing debt or an unpaid eviction is automatically rejected.
- 8) **Non-U.S. citizens.** All non-U.S. citizens must complete the Supplemental Non-U.S. Citizen Application and provide a copy of their passport and visa.

*Please note that this is our current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our company that all residents and occupants currently residing in our community have met these requirements.REV 04/13/16*