

WINDSOR PLACE APARTMENTS  
RESIDENT LEASING GUIDELINES

**Equal Housing**

This community does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation or national origin.

**Identification**

All visitors must present a valid driver's license or other photo identification in order to view the community.

**Application for Residency**

An application for Residency must be completed and maintained for each occupant 18 years or older who will be living in the apartment.

**Qualifying Standards**

**Rental History:** Up to 7 years of rental history may be verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice, with no damages is expected. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution.

**Credit History:** An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments, or bankruptcies. If an applicant is rejected for unsatisfactory credit history, the applicant will be given the name, address and telephone number of the credit-reporting agency that provided the credit report. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit-reporting agency, correct any erroneous information that may be on the report, and resubmit an application to this community.

**Income:** Applicants must have a gross income source that can be verified and is at least three (3) times the total monthly rent of the apartment being leased. Acceptable income verification may include pay stubs received during the last month, a signed employment verification on company letterhead, W-2, or personal income tax return. Self-employed applicants will be required to supply the most recent tax return.

**Criminal History:** A criminal background check will be run on all applicants 18 years and older. The application will be rejected for any of the following criminal related reasons.

- Felony conviction
- Misdemeanor conviction involving crimes against persons or property.
- Any illegal drug related conviction.
- Any prostitution related conviction.
- Any sex related conviction.
- Any terrorist related conviction.
- Any cruelty to animals related conviction.
- Any of the above related charges resulting in "Adjudication Withheld".
- Active status on probation or parole resulting from any of the above.

**Community Policies and Occupancy**

**Pet Policy:** Maximum of 2 cats or 1 dog per apartment, dogs not to exceed 35 lbs.

**Vehicles:** No commercial vehicles or recreation vehicles (Motorcycles, RVs, Boats, Jet Skis, etc.)

**Occupancy:** Two persons per bedroom is the general policy.

**Evaluation:**

OneSite and Scorex will evaluate the above information with a scoring method that weighs the indicators of future rent payment performance.

**Co-signers:**

In the event a co-signer is required, he/she must complete an Application for Residency and meet all of the Resident Selection Criteria. A co-signer will be fully responsible for the Lease Agreement if the occupying resident(s) default. **Limit of one co-signer per apartment only.**

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

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

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

\_\_\_\_\_  
Date