



# Qualification Standards for Prospective

Dear potential resident,

Thank you for taking the time to inquire about our properties in the Burling Triangle. Our brand-new transit-oriented neighborhood is ideally located by the train station in downtown New Rochelle. By offering quality luxurious residences at competitive prices our communities offer more value for your dollar than comparable properties.

Each apartment boasts dramatic high ceilings, hardwood floors, expansive kitchens, granite counters, stainless appliances and in-unit laundry centers and amenities for tenant enjoyment. It is truly a wonderful place to live and grow.

## LEASING FEES

Application fee:	\$20 (non-refundable) per apartment. Checks are payable directly to the individual property.
Lease terms:	Minimum of twelve (12) month lease. No short-term leases are considered.
Security deposit:	One (1) month's rent.
Move-in security deposit:	\$500 deposit required. The entire \$500 deposit will be returned is no damage or clean-up is needed.
Utilities:	Residents are responsible for their individual Con Edison meter.

***NO HIDDEN FEES...no amenity fee, no trash fee, no water fee, no sewage fee.***

## FAIR HOUSING

Each property complies with the Federal Fair Housing Act. Each property does not discriminate on the basis of race, color, religion, national origin, sex, familial status or disability, or any other basis protected by applicable state, Federal or local fair housing laws.

## APPLICATIONS

To be considered for approval, all adults must fully complete a rental application. Applications containing untrue, incorrect or misleading information will be declined. All applicants must be eighteen (18) years of age or older. All applications are subject to approval through an outside Application Processing Agency. All information obtained is kept confidential and a copy of our privacy policy is available to you upon request. Each application is evaluated with a scoring method that weighs the indicators of future rent payment performance. The score is based on statistical analysis of prior renters' indicators and subsequent payment performance. Based on the score, we may choose to accept or decline an applicant, or seek additional requirements for approving the lease. Approval, approval with additional deposit and denial are based on a review of the following criteria:

## HOUSEHOLD INFORMATION

All prospective tenants must provide proof of identity and current residence. In addition, any tenants seeking access to handicap accessible parking and/or handicap accessible units must provide documentation verifying the disability.

- Valid State or Federal Identification for all adult household members, i.e., Birth Certificate, Driver's License, Non-Drivers ID, Military ID, etc. Expired documents are NOT considered valid.
- Proof of current address (landlord letter or lease).

## INCOME REQUIREMENTS

Gross monthly household income must be verifiable and sufficient to cover 3x the monthly rent and other typical household obligations.

## CREDIT HISTORY

Credit reports will be run on each applicant and will be considered in the overall credit worthiness of the application. A complete credit history from a credit bureau is required. Unsatisfactory credit history may disqualify an applicant from renting an apartment at this community. An unsatisfactory credit report is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. Applicants that meet all other qualifying criteria but do not have credit may be required to pay an increased deposit.

## RENT/MORTGAGE PAYMENT HISTORY

Any applicant with an eviction or an applicant that owes monies to another property(s) or property management company(s) will be automatically declined. In addition, any applicant with any legal proceedings, judgments, evictions and late payments may result in a declined application.

## EMPLOYMENT HISTORY

Applicant must be employed or provide proof of income. Each applicant must provide written proof of income:

- Two (2) most recent check stubs.
- Two (2) most recent bank account statements.



# Qualification Standards for Prospective

## CRIMINAL HISTORY

Criminal history will be checked. Any applicant whose criminal history cannot be verified will be automatically declined. Any applicant with a record of a violent crime(s) will be automatically declined. This includes any applicant with a violent crime(s) felony conviction, deferred adjudication of a felony violent crime(s), or who has been charged with a violent crime(s) felony. This also includes any terrorism related convictions or charges.

Applicants with a record of a non-violent felony or felonies that have occurred within the past ten (10) years will not be accepted. This includes any applicant with a non-violent felony or felonies conviction, deferred adjudication of a non-violent felony or felonies, or who has been charged with a non-violent felony or felonies.

Misdemeanors against persons or property, including prostitution and/or drugs, which have occurred within the past five (5) years, will not be accepted. This includes misdemeanor(s) conviction, deferred adjudication of a misdemeanor(s), or an applicant who has been charged with a misdemeanor(s).

Any person convicted for crimes of a sexual nature, designated as a sexual predator/offender, or under consideration by any court for being declared a sexual predator/offender will not be accepted.

## ROOMMATES

Each resident and/or Guarantor is jointly and severally (fully) responsible for the entire rental payment as well as all community rules and policies. Management will not refund any part of the security deposit until the apartment is vacated by all leaseholders.

## OCCUPANCY GUIDELINES

Absent of any more stringent state, city, or local ordinance, the standard occupancy guidelines will be a maximum of two (2) adult residents per bedroom or studio. An occupant will be considered a resident and must be listed on the lease agreement if they reside at the premises more than 25% of the time.

## ANIMAL REQUIREMENTS

Pets, including dogs and cats, are permitted with management permission. Animals must be at least six (6) months of age and must have proof of current vaccinations, proof of weight when full grown, and breed documentation. A maximum of one (1) pets are allowed per unit and each applicant must provide a photograph of each pet. When a pet is acquired, residents must pay a non-refundable \$300 one-time pet fee and a monthly charge per pet. A \$1,000 fee will be charged for each unregistered pet. Aggressive pets will not be accepted. Other Prohibited Animals – Rodents, ferrets and reptiles.

## QUALIFICATION CHECKLIST FOR PROSPECTIVE TENANTS

- Completed and signed Residential Rental Application for each adult.
- Non-refundable application fee of \$20.
- Copy of a valid State or Federal identification for all adult household members, i.e., Birth Certificate, NYS Driver's License, Non-Drivers ID, Military ID, etc. Expired documents are NOT considered valid.
- If you claim a disability on your application and seek access to handicap accessible parking, you must provide a notarized doctor's note verifying the disability. If applicable, please provide a copy of your registered handicap parking pass.
- Two (2) most recent check stubs.
- Two (2) most recent consecutive bank account statements.



# RENTAL APPLICATION

## EQUAL HOUSING OPPORTUNITY

APPLICATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

APPLICATION NUMBER: \_\_\_\_\_

PROPERTY: \_\_\_\_\_

APPLICANT INFORMATION				
NAME OF CO APPLICANT – FIRST		Last	MIDDLE	SS#
CURRENT ADDRESS			CITY	STATE and ZIP
DATE OF BIRTH	OCCUPATION	YEARLY INCOME	PHONE	EMAIL ADDRESS
EMPLOYER			EMPLOYER ADDRESS	
HOW LONG ON JOB		EMPLOYER CONTACT NUMBER	EMAIL ADDRESS	
CURRENT LANDLORD	LANDLORD PHONE	YEARS WITH LANDLORD	LEASE EXPIRATION DATE	
CURRENT RENT	AUTO LIC PLATE	PETS? IF YES, WHAT KIND	HOW MANY and SIZE	

CO - APPLICANT INFORMATION				
NAME OF CO APPLICANT – FIRST		Last	MIDDLE	SS#
CURRENT ADDRESS			CITY	STATE and ZIP
DATE OF BIRTH	OCCUPATION	YEARLY INCOME	PHONE	EMAIL ADDRESS
EMPLOYER			EMPLOYER ADDRESS	
HOW LONG ON JOB		EMPLOYER CONTACT NUMBER	EMAIL ADDRESS	
CURRENT LANDLORD	LANDLORD PHONE	YEARS WITH LANDLORD	LEASE EXPIRATION DATE	
CURRENT RENT:	AUTO LIC PLATE	PETS? IF YES, WHAT KIND	HOW MANY and SIZE	

APPLICANT'S REFERENCES (OTHER THAN RELATIVES)		
NAME	ADDRESS	PHONE
1.		
2.		

CO-APPLICANTS REFERENCES (OTHER THAN RELATIVES)		
NAME	ADDRESS	PHONE
1.		
2.		

APPLICANT'S BANK REFERENCES		
CHECKING		
SAVINGS		
CREDIT CARDS/OTHER		

CO-APPLICANTS BANK REFERENCES		
CHECKING		
SAVINGS		
CREDIT CARDS/OTHER		



# RENTAL APPLICATION

I/We hereby warrant that all representations set forth above are true. To verify the above statements, I/We direct those persons named in this application to ask questions about me or us. I/We waive all rights of actions for consequences as a result of such information. I/We agree and authorize and give permission to the owner, or its designated agent(s) to perform a credit on me/us. I/We agree to pay a non-refundable deposit of \$125.00 per adult for the credit check as permitted by state law.

## YOUR CREDIT HISTORY

Have you declared bankruptcy in the past seven (7) years? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been evicted from a rental residence? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you had two or more late rental payments in the past year? Yes \_\_\_\_\_ No \_\_\_\_\_

## ADDITIONAL SOURCES OF INCOME

If you have other sources of income for us to consider, please list income, source, and person (banker, employer, etc.) who we may contact. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

1.)

2.)

## AUTHORIZATION TO OBTAIN CONSUMER CREDIT REPORT AND CRIMINAL HISTORY

The undersigned certifies the following:

I/we hereby authorize the owner, or its designated agent(s), to obtain and review a consumer credit report containing my/our credit history in the manner permitted by the Fair Credit Reporting Act, and other non-public information as part of its evaluation process. I/we hereby authorize any credit reporting agency(ies) to provide a credit report(s) to the owner, or its designated agent(s).

I/we hereby authorize the owner, or its designated agent(s) to obtain any and all information regarding my/our criminal history. I/we hereby authorize, consent, and grant permission to any person or entity to release to the owner, or its agent(s) any and all information regarding my/our criminal history. I/we waive any and all claims I/we may have with respect to providing such information. I/we understand that the owner and its agent are not responsible for the accuracy or completeness of the information contained in such reports. I/we release the owner, and its agent(s) from any and all liability, claims, and lawsuits with respect to the information obtained from any or all the sources used by the owner, and its agent(s).

APPLICANT NAME	APPLICANT SIGNATURE	DATE
CO-APPLICANT NAME	CO-APPLICANT SIGNATURE	DATE

## NOTICES:

I/We hereby warrant that all representations set forth above are true. To verify the above statements, I/We direct those persons named in this application to ask questions about me or us. I/We waive all rights of actions for consequences as a result of such information. I/We agree and authorize and give permission to the owner, or its designated agent(s) to perform a credit on me/us. I/We agree to pay a non-refundable deposit of \$125.00 per adult for the credit check as permitted by state law.

If the application is not approved or accepted by the owner or its agent(s), the deposit will not be refunded, the application hereby waiving any claim for damages by reason of non-acceptance which the owner or agent may reject. I recognize that as a part of your procedure for processing my application, an investigative consumer report may be prepared whereby information is obtained through personal interviews with others with whom I may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living as permitted by state law.

APPLICANT NAME	APPLICANT SIGNATURE	DATE
CO-APPLICANT NAME	CO-APPLICANT SIGNATURE	DATE

## Item check list:

- 1.) Copy of state issued ID
- 2.) \$125 application fee payable to appropriate property



## RENTAL APPLICATION

- 3.) Last two bank statements
- 4.) Last two W2s