

Diamond Ridge Apartments

Rental Qualifications

It is the policy of Diamond Ridge Apartments to provide equal housing opportunity. We rent properties without regard to race, ethnic background, sex, religion, marital/family status, physical disability or sexual orientation. Acceptance of your application will be based on the following criteria.

PER APPLICANT above 18 years old:

- Income (2.5) times the monthly rent
- Verifiable rental history for the past 12 months with current or recent apartment complex
- Job history of no less than (4) months. With 3 months of proof at time of application submission
- Proof of income either by check stubs, income tax papers, award letters or bank statements.
Notarized letters only accepted with last 12 months good verifiable rental history with an apartment complex. SSI award letters must have supporting document proof (i.e. bank statements, check copies, end of year tax statements)
- Two forms of original and valid Government issued Picture ID (No photocopies, temporary papers or expired ID's)
- In order to get a parking sticker to park on property, you must show: 1) Valid insurance for vehicle, 2) valid title for vehicle (notarized letter from DEALERSHIP will be accepted; fee applies if paperwork missing)
- TWO (2) separate money orders for the following non-refundable amounts, fees must be paid when application is submitted to office: **\$35.00 APPLICATION FEE + \$50.00 ADMIN FEE**

Deposits (must be paid in full and before the move-in date):

- Applicants with Broken Lease: deposit equal to 1 months' rent; Applicant may be required to interview with Management
- Applicants with Evictions: may qualify if there is good rental history with an apartment complex since the eviction; Applicant may be required to interview with Management; Deposit will vary
- If Applicant does not have rental history for the past 12 months with an apartment complex: double deposit of the regular deposit
- 1 bedroom deposit (if qualify): \$100.00
- 2 bedrooms deposit (if qualify): \$150.00
- 3 bedrooms deposit (if qualify): \$200.00
- Pet deposit (half non-refundable): \$300.00/pet (No pets over 40lbs; Pitbulls/Rottweiler's not allowed)
- Satellite deposit: \$100.00 (Satellites are not allowed to be attached to the building/rails)
- Once you have been approved and have paid a deposit for a unit, the unit will be taken off the market for you; if for ANY reason you do not move-in: the deposit becomes NON-REFUNDABLE

Reason for Declined Application:

- Recent Evictions with no rental history since eviction
- Criminal Background: regardless of how long ago or what it was for: NO Felonies or Misdemeanors
- Anyone convicted of crimes of sexual nature/drug/controlled substance felony or misdemeanor
- Anyone convicted of crimes involving deadly weapons
- Anyone convicted of theft in regards to burglary, fraud or shoplifting with a conviction greater than or equal to \$50.00
- Providing any false/misleading/unverifiable information. All applicable fees and/or deposits will be forfeited. Falsifying required documents is a crime and may result in additional legal action

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- Exceptions will be made for MISDEMEANOR THEFT:
 - Offense MUST be for LESS than \$50
 - Offense MUST be at least 5 years old
 - Exceptions will be made for MISDEMEANOR DWI's:
 - Offense must be at least 5 years old
- ALL APPLICANTS THAT QUALIFY UNDER 'EXCEPTIONS'--
- Must interview with the Management
 - Must lease on a Month-to-Month basis
 - Deposit will vary
 - All final decisions will be made by the Diamond Ridge Corporate Office

Requirements to receive Move-In Specials (if any are offered):

- Applicant must be a new resident to Diamond Ridge Apartments
- Applicant must have no broken leases or evictions
- Must have recent 12 month verifiable good rental history with an apartment complex
(1st time or non-verifiable rental history applicants do not qualify for specials)

Application:

- Application Fees are non-refundable and accepted only in money order form; Application Fee must be submitted with the Application; **Application Fee per person over 18 years old: \$35.00**
- Application Admin Fees are non-refundable and accepted only in money order form; Application Admin Fee must be submitted with the Application; **Application Admin Fee per person over 18 years old: \$50.00**
- All applicants must have their own application and paperwork
- Applications must be entirely filled out, all phone numbers and fax numbers MUST be provided
- Applicants applying together must all meet the qualification's set forth by Diamond Ridge in order for to be accepted
- Applicants income, credit check, criminal check and rental history must be verifiable and deemed acceptable by Management

All applicants are subject to a background check, rental verification, employment verification and rental qualifications.

Applicant

Owner's Representative

Date

Date