



QUALIFYING CRITERIA FOR APPLICATION APPROVAL

- All Applicants over 18 years of age must submit completed applications along with the \$50.00 application fee (money order/cashier's check ONLY)

Screening Applicant and/or Guarantor/Cosigner

Credit and Criminal Background is reviewed. Various Aspects are reviewed for final decision of: Approval, Approval with Conditions, or Denial. We will not have final decision until entire screening process is completed.

Employment Verification Process (3 times monthly rent/GROSS – all applicant's combined income)

We **MUST** be able to verify employment for ALL applicants. If LOCAL, we will accept:

***2 full months of pay stubs or**

***Our Employment Verification form completed by and returned by Employer.**

If you aren't local (relocating from another city/state) – we do require proof of one of the following:

**A valid, verifiable Offerory Letter from future employer locally or a letter of transfer, if you are transferring from one location to another. This letter must include the name of employer, rate of pay, start date and estimated annual salary or rate of pay:*

We will accept proof of savings as well as income. This must be from a Verifiable savings (401K, Retirement Fund, Pension, Bank Accounts,

A minimum of: \$35,280.00 for a One Bedroom

A minimum of: \$39, 564.00 for a Two Bedroom

A minimum of: \$44,100.00 for a Three Bedroom

A minimum of \$48,600.00 for a Four Bedroom

Rental Verification Process (2 Year History)

We must have complete verifiable contact information for former landlord or management company. Name/Phone/Fax and/or Email address. Responses must come from the verifier only. We can't accept hand delivered forms.

****Qualifying Guidelines do differ for Guarantor/Cosigners**

****Failure to meet any criteria doesn't necessarily disqualify you or deny the application.**



Stratford Mill Pre-qualifying Guidelines



This community will not discriminate against any person based on race, color, religion, sex, national origin, familial status, or handicap.

Occupancy Standard: Occupancy Standard: 3 People maximum...1 bedroom 5 People maximum...2 bedroom 7 People maximum...3 bedroom 9 People maximum...4 bedroom

Age Requirement: Leasholder must be eighteen (18) years of age or older. All applicants eighteen (18) years or older will be required to complete an application. All household members that will reside in the apartment home are required to be on the lease agreement. All applicants eighteen (18) years of age or older, are required to provide a copy of picture identification (i.e. Drivers License or Identification card) and Social Security card.

Income Requirements: All income must be verifiable.

Minimum Allowable Incomes: Applicant's total household income must be at least 3 times of the monthly rent or the application for residency may be denied. If anticipated monthly income is less than 3 times the monthly rent, residency may be approved with additional requirements. (For further information ask your leasing representative).

Employment Verification: If employed, all applicants are required to have written verification of income from their employer. (For further information ask your leasing representative)

Resident History: We must be able to verify up to two years of rental history.

Credit Requirements:

a. Delinquent accounts, such as collections, charge-offs, judgments, and repossessions will be considered. This also includes foreclosure, and bankruptcy. Derogatory credit due to medical or student loans will not disqualify a household for residency.

b. If a prospect has filed bankruptcy or a foreclosure within the past 24 mos./ two (2) years, the applicant must pay the required security deposit PLUS and additional one (1) month's rent to be held as security.

c. Any prospect that has an eviction *within* the past 24 mos. / two (2) years will not be eligible for residency.

d. Any prospect that has housing debt (money owed to another property may qualify for residency if the following conditions are met:

1. Management must be able to verify the past two consecutive years of positive rental history.
2. Applicant must pay the required security deposit PLUS an additional one (1) month's rent to be held as security.
3. Housing debt is paid, with proof of payment.

e. Any unpaid utility debt within the last two years must be paid with proof of payment.

Application Fee: A non-refundable application fee is required per every adult eighteen (18) years of age and older. (For further information ask your leasing representative).

Criminal History: A state wide and Federal criminal check will be run on all adults. *Any criminal convictions, no contempry or pending cases involving violence, fire arms, illegal drugs, theft, crimes involving theft or destruction of property, trespassing after warning, prostitution, or crimes involving a minor or other related charges will result in automatic denial of residency.*

I understand and accept these guidelines for residency and have truthfully answered all questions asked on this pre-qualifying guidelines sheet. Further, I understand that falsification of information will lead to denial of residency.

I further understand that the rental rates quoted at application time are provided by Davis Property Management, Inc. and may increase or decrease prior to move-in. I understand that I will be required to pay the rent effective at the time of move-in. In addition, after occupancy per lease agreement my rent may increase or decrease with a thirty (30) day written notice from management.

Applicant	Date
Applicant	Date
Applicant	Date

Applicant	Date
Applicant	Date
Applicant	Date



STRATFORD MILL Leasing Consultant _____ Apt Size _____ Anticipated Move In _____ Apt # _____

APPLICATION FOR RESIDENCY

APPLICANT	SPOUSE
Full Name _____	Full Name _____
DL# _____ State _____	DL# _____ State _____
SSN# _____ DOB _____	SSN# _____ DOB _____
Email _____	Email _____
Phone _____	Phone _____
M or F (circle one)	M or F (circle one)

1. Other Minor Occupants ONLY:

Name _____	Date of Birth _____	M/F _____
Name _____	Date of Birth _____	M/F _____
Name _____	Date of Birth _____	M/F _____

2. Pets (Two Pet Limit: Subject to Fees + Breed/Weight Restrictions)

Breed/Name/Weight/Color/Name: _____

Breed/Name/Weight/Color/Name: _____

3. Residency: (Must show a minimum of 2 years residential history)

Current Address: _____

Street	Apt#	City	State	Zip
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Dates: From _____ to _____ Monthly Payment _____ Own ___ Rent ___ Other ___

Landlord _____ PH _____ Fax _____

Email _____

Previous Address: : _____

Street	Apt#	City	State	Zip
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Dates: From _____ to _____ Monthly Payment _____ Own ___ Rent ___ Other ___

Landlord _____ PH _____ Fax _____

Email _____

4. Employment (include all full and part-time employment)

Present Employer: _____ Position _____

Address _____

Supervisor: _____ Ph: _____ F: _____

Email: _____





STRATFORD MILL

Leasing Consultant _____ Apt Size _____

Anticipated Move In _____

Apt # _____

Anticipated Gross Annual (Yearly) Income _____ Date of Hire _____

Other Income (Retirement/Child Support/Alimony – if to be considered)

Source _____ Amount _____

5. General Information:

Have you ever been arrested or convicted of a crime? _____ If yes, explain.

Have you ever filed Bankruptcy? _____ If so, how long ago? _____

Have you ever had an eviction filed against you? _____ If yes, explain. _____

6. Vehicle Information:

Year	Make	Model	Color	Tag#	State
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Emergency Contact:

Name _____

Address _____

Relationship _____ Phone _____

Email _____

Ok to allow in the unit in the event of an emergency? Yes NO

The undersigned warrants and represents the information on this rental application to be true and correct. All persons contacted by Davis Property Management, Inc. may freely give any requested information concerning me, including but not limited to credit, criminal, employment and rental history, and I hereby waive all right of action for any consequence resulting from such information.

The undersigned understands that there is a \$50.00 administrative fee due at the time of the application is submitted which is made payable to STRATFORD MILL. The undersigned acknowledges and agrees that the \$50.00 administration fee required for this application is NON-REFUNDABLE and must be in the form of a money order or cashier's check. Personal Checks, Cash and/or debit/credit cards are NOT accepted for the application process.

Applicant Signature _____ Date _____

Spouse Signature _____ Date _____

Leasing Consultant _____ Date _____





TO ALL APPLICANTS:

We would like to thank you for your interest in our Apartment Homes; however, there are no Apartment Homes available at this time. After you have completed all questions and signed an application, your application will conditionally be accepted and placed on our Wait List.

It is Stratford Mill policy to begin the verification process, including credit and criminal background checks, along with employment and rental history, at the time of application acceptance. Should the information on the application be incomplete, inaccurate, or change, this may have an adverse effect on the ability to qualify for an Apartment Home.

Eligibility is based on availability of the qualifying unit, income eligibility, date of application, credit check, information from current and prior landlords and criminal background check. It is YOUR responsibility to call our office if you have any change in income, address, or phone number while you are on the Wait List.

If contacted that an Apartment Home is available, but you choose NOT to take the unit at that time, your application will be moved to the bottom of the Wait List. Additionally, if we cannot get in touch with you by phone and/or email, your application will be put in our inactive/unavailable file and removed from the Wait List.

After **120 days (4-months)**, if we have not heard from you and/or we have not had a unit come available, and you want to remain on the Wait List, you must contact management staff to confirm your continued interest, and RE-APPLY. If you do not contact management within 120 days after the application was made, your application will be removed from the Wait List.

Davis Property management does not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin.

Applicant Signature

Date

Applicant Signature

Date

Manager Signature

Date

