



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 waiting list.

It is Stratford Mill policy to begin the verification process, including credit, criminal background checks, employment history 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 and confirm your continued interest in remaining on the wait list and REAPPLY. 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 nation origin.

Applicant Signature

Date

Applicant Signature

Date

Manager Signature

Date



STRATFORD MILL

EXCEPTIONAL APARTMENT HOMES

110 STRATFORD MILL BLVD, SAINT AUGUSTINE FLORIDA 32084
904.810.5171 904.810.5117 STRATFORDMILL@DAVISPROPERTIES.ORG

LEASING CRITERIA - 2021

You must show three (3) times the monthly rent in **GROSS** income, ALL sources to qualify.

One Bed/One Bath - \$1069/mo = \$3207 gross income/monthly

Two Bed/Two Bath - \$1229/mo = \$3687 gross income/monthly

Three Bed/Two Bath - \$1350/mo = \$4050 gross income/monthly

Four Bed/Three Bath - \$1450/mo = \$4350 gross income/monthly

We request two (2) months of recent pay stubs as proof of income.

Acceptable Substitution:

Our Employment Verification letter returned to us from your employer along with one recent pay stub

An offer letter from a future employer

If self-employed – last years tax return and 1099 when applicable Retirement Statements, VA statements, Disbursement letters and Pension and Disability also considered with proper documentation

SAVINGS – If you are using savings as proof of income you must have a minimum of the following and it must be verifiable

One Bed/One Bath \$38,484.00

Two Bed/Two Bath \$44,244.00

Three Bed/Two Bath \$48,600

Four Bed/Three Bath \$52,200.00

Fitness Facility, Tanning Bed, Pet-Friendly, Community Bulletin Board, and Newsletter, Superior Maintenance Team, Friendly Staff, Convenient to Shopping and Interstate 95.

Check us out on the Web
www.stratfordmill.com
facebook.com/stratfordmill





QUALIFYING CRITERIA FOR APPLICATION APPROVAL 2021

- All applicants over the age of 18 years of age **MUST** submit a completed application along with a \$50.00 application fee (money order/cashier's check **ONLY**)

SCREENING APPLICANT(S) 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 a final decision until the entire screening process is completed.

EMPLOYMENT VERIFICATION PROCESS: (Three (3) times the monthly base rent in GROSS income -all applicants combined/all sources)

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

- 2 FULL months of paystubs (Most Recent) or
- OUR Employment Verification Form completed by and returned by Employer (we will not accept hand delivered verifications)

If you are **NOT** Local, and relocating to us 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 from current employer stating your relocation to our area. The letter must include name of employer, rate of pay, start date and estimated annual salary/number hours worked per week.

OR

- We will accept proof of savings (Savings Account, Money Market, etc that is readily accessible). This must be **VERIFIABLE** and show:
 - A minimum of \$38,484.00 for a one bedroom
 - A minimum of \$44,244.00 for a two bedroom
 - A minimum of \$48,600.00 for a three bedroom
 - A minimum of \$52,200.00 for a four bedroom

RENTAL VERIFICATION: (Two (2) Year History)

We must have complete and verifiable contact information for former landlord(s) or management companies. Name/Phone/Fax and/or Email is preferred. Responses must come from verifier only. We can not 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
 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
 Dates: From _____ to _____ Monthly Payment _____ Own ___ Rent ___ Other ___
 Landlord _____ PH _____ Fax _____
 Email _____

Previous Address: : _____
 Street Apt# City State Zip
 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 _____





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:

- One Bedroom - 3 person maximum
- Two Bedroom - 5 person maximum
- Three Bedroom - 7 person maximum
- Four bedroom - 9 person maximum

Age Requirements: leaseholder 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 as occupants. ALL applicants eighteen (18) years of age or older are required to provide a copy of photo identification (ie. State issued driver's license, valid passport) and Social Security Card.

Income Requirements: All income must be verifiable.

Minimum Allowable Incomes: Applicant's total household income must be at least three (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 (2) years of rental history where applicable.

Credit Requirements:

- a. Delinquent accounts, such as collections, charge-offs, judgements 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 months/ two (2) years, the applicant must pay the required security deposit PLUS an additional one (1) month's rent to be held as security.
- c. Any prospect that has an eviction within 24 months/two (2) years will not be considered for residency.
- d. Any prospect that has housing debt (money owed to another property) may qualify for residency if the following conditions are met:
 - a. Management must be able to verify past two (2) consecutive years of positive rental history.
 - b. Applicant must pay the required security deposit plus an additional one (1) month's rent to be held as security.
 - c. Housing debt is paid, with proof of payment
 - e. Any unpaid utility debt within the last two (2) years must be paid with proof of payment.

Application Fee: A non-refundable application fee is required every adult eighteen (18) years of age or older. (For further information, consult the leasing representative)

Criminal History: A state wide and Federal criminal check will be run on all adults. Any criminal convictions, no contendere 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 charge 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 guideline sheet. Further, I understand that falsification of information will lead to denial of residency.

I further understand that the rental rates quoted at application times 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 thirty (30) day written notification from management.

Applicant Signature / Date

Applicant Signature / Date

