Rental Requirements and Qualifications

Churchill Residential Management managed properties support The Fair Housing Act as amended, Prohibiting discrimination in housing on race, creed, color, religion, sex, national origin, handicap, familial status, or sexual orientation. The following qualifications standards will be required from every prospective resident.

- Application must be submitted by each applicant 18 years or older, who will be occupying the rental unit. Regardless of the number of roommates applying for one apartment, each roommate must qualify individually in all areas and for one-half the rent amount. Our Rental Requirements and Qualifications do not recognize "Common Law Marital Status". All occupants 18 years old or over must qualify, with the exception of income for students living at home. An application fee of $13.20 will be charged per applicant.

Income - Must be verified by one or more of the following:
- By written "Employment Verification Form"/Pay Stubs
- By court documentation
- 6 Months most recent consecutive bank statements, CPA or last year's tax return if self employed. ***NOTE***: If a copy of a TAX RETURN is needed, the IRS Form #4506 "Request for Copy of Tax Form" must be prepared and signed separately.
- Verifiable gross monthly income must be two (2) times the resident portion of the market rent or 12 months rent in savings.

Employment - Applicant must:
- Provide Verifiable Documentation when applicable.
- If not currently working some forms of verification are: Social Security, Pension, Investment, 401K, Annuities and Veterans Letters to name a few.

Credit History
- If a utility bill or rental housing debt (home mortgages included) is owed – **MUST BE BROUGHT CURRENT PRIOR TO APPROVAL**. Foreclosures and bankruptcies will only be considered if over twenty four months old.
- Negative Check History, applicant must pay with money order or a cashier's check and an additional deposit will be required.
- An additional deposit may be required based on credit history rating.

Rental History - Applicants should have:
- No more than (4) late payments within the past twelve (12) months.
- Rental history from a family member or a friend is not considered established rental history and will not be accepted.
- If any previous property is owed, the balance must be paid in full. Must provide written documentation on the properties letterhead to that effect.

The following are considered as "Automatic" denials.
- Repeated disturbances of the neighbor's peace.
- Reports of drug dealing, manufacturing, gambling, or prostitution.
- Allowing persons not on the lease to reside at the residence.
- Damage to property beyond normal wear and tear.
- Failure to give proper notice when vacating, (current Landlord must be given proper notice once an approval is granted).
- Previous landlords report significant complaint levels, including but not limited to: Failure to pay rent in a timely manner.

Criminal History - If any felony criminal convictions or currently serving felony deferred adjudication your application will be denied and based upon information provided by you on the Rental Application, the application deposit fees will not be refunded. The following are included and are considered as "Automatic" denials.
- Theft of property
- Violence
- Drug conviction
- Injury to persons
- Prostitution or any sex related crime whatsoever, including public indecency
- Misdemeanor criminal convictions for any of the above or currently serving misdemeanor deferred adjudication, misdemeanor of moral turpitude or a case pending deferred adjudication that is within two (2) years from the date of disposition will not be considered.

Number of Occupants - Maximum number of occupants:
- One Bedroom: Two (2) persons.
- Two Bedrooms: Four (4) persons.
- Three Bedrooms: Six (6) persons.

Miscellaneous
- Evergreen & Churchill Estates properties have minimum age requirements. Primary lease holder minimum age requirement must be 55 years. Secondary lease holder minimum age requirement must be 40 years.
- **INCOME RESTRICTIONS DO APPLY.**

_____		_____	
Resident Signature	Date	Resident Signature	Date
_____		_____	
Resident Signature	Date	Owner's Representative	Date