

# Brookhollow Apartments

## *Rental Qualifying Criteria*

We are delighted that you are interested in leasing an apartment in our community. In order to help you in making your decision, we have listed below the criteria for qualifying as a resident with us.

1. A separate rental application must be fully completed, dated and signed by each applicant and co-applicants. Married couples may complete one application.
2. The rental application will be reviewed when submitted to ensure we have all information needed to determine your eligibility.
3. Each applicant must provide a government photo ID and allow it to be photocopied.
4. Our occupancy policy is two (2) per bedroom or two (2) adults and a child under (6) years of age or younger, for all Brookhollow floors plans expect an efficiency. Our efficiency occupancy policy is no more than two (2) persons.
5. **Credit History** - A credit report will be processed on each applicant. All applicants must have at least seventy-five percent positive lines of credit, with no delinquent utility accounts.
6. **Rental History** - A minimum of one (1) year verifiable rental history is required. Rental history cannot contain negative references. Compliance with all terms of the previous landlord's lease contract and policies are required.
7. **Employment** - Verifiable current employment or verifiable source of income is required by all applicants, such as pay check stubs, bank statements, social security or pension letters, etc.
8. **Income** - Gross monthly income of all applicants must total at least three (3) times the monthly rent, or at least five (5) times the monthly rent for Guarantors. Proof of income, such as paycheck stubs, banks statements or previous years tax return/W2 may be required.
9. **Criminal History** - A criminal background check will be conducted on all applicants and occupants eighteen (18) years and older. Criminal convictions related to sex, drugs, theft, assault, terrorism, or involving cruelty to animals will result in denial of occupancy. Any of the above related charges resulting in Adjudication Withheld or Deferred Adjudication will also be cause for denial.
10. **Guarantors / Co-Signers** - Applicants who are first time renters or who do not have sufficient income may qualify with a guarantor. Guarantors must qualify under the above criteria.
11. **Application Fees and Deposit** - Application fees and deposits must be paid in two separate checks or money orders. Application fees are non-refundable. Deposit will be refunded only if application is denied.

We do not discriminate on the basis of race, color, creed, religion, sex, national origin, disability or family status. *\*Please know that applicants who are marginal in any area of the rental criteria may require a co-signer, additional deposit or be denied residency.*

**I acknowledge that I have read and understood the above rental qualifying criteria.**

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Applicant's Printed Name

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Date

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Applicant's Signature