

# Summit Terrace Luxury Apartments

## LEASING PROCESS

**\*\*Management reserves the right to deny any application that cannot be verified completely within 3 business days of application. \*\***

### STEP ONE:

1. Application Criteria for Prospective Residents and Statement of Rental Policy forms must be signed and returned along with a completed Application for Residency. The application must be completed in its entirety, or it may not be accepted.
2. Copy of license/state ID.
3. Proof of Income consisting of one (1) full month's proof of income as four (4) of the most recent pay stubs, or two (2) if paid bi-weekly, or signed Acceptance Letter from new employer on company letterhead, or other proof of income, all which may be checked and verified. If self-employed, submit last two (2) year's personal tax returns, first and signature pages only, or a notarized statement from applicant's CPA.
4. If currently renting, a signed Landlord Verification form or current landlord fax number may be requested.
5. Application fee of **\$20.00 per adult applicant**. This fee is charged for performing one or more reference checks including, but not limited to, a Credit/Landlord Verification Report and/or a Criminal History Report.

### STEP TWO:

You will be notified in writing if your application has been Approved, Conditionally Approved, or Rejected. Your approval letter will indicate the required security deposit amount and rent due if applicable.

### STEP THREE:

As indicated in the approval letter, a lease signing is completed with the office within 72hrs of approval. **Security deposit is due before lease signing, as bank check or money order only.**

### SUMMIT TERRACE LUXURY APARTMENTS ADDITIONAL RENTALS:

Garage: \$150.00

Storage Unit: \$30.00

## SUMMIT TERRACE LUXURY APARTMENTS PET POLICY

- \$500 non-refundable fee per dog \$35 monthly pet rent per dog
- \$250 non-refundable fee per cat \$25 monthly pet rent per cat
- Maximum of two pets per household
- Maximum weight 60 lbs. total
- Breed restrictions apply
- Tenant to sign PET APPLICATION AND ADDENDUM, and submit all pet paperwork and fees as part of their rental APPLICATION process.

**All dogs must be fully vaccinated BEFORE move in, and registered with the Town of New Windsor, and the Leasing office, WITHIN A WEEK OF MOVE IN.**

# Summit Terrace Luxury Apartments

## STATEMENT OF RENTAL POLICY

1. We are an equal opportunity housing provider. We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, national origin, sex, familial status, marital status, ancestry, sexual orientation, lawful sources of income, disability or handicap, or any other basis protected by applicable state or local fair housing laws.
2. Apartment availability policy. Apartments are subject to availability and may only become available for occupancy when a Certificate of Occupancy is granted if applicable. All utilities must be in the new occupant's name before move-in.
3. Occupancy guidelines: The number of people who may reside in an apartment is restricted and determined by the local government. At present two persons per one bedroom and four people per two bedrooms is permitted.
4. Application process. We evaluate every apartment application in the following manner. All applicants must complete and submit a rental application and answer all questions on the form. There is a **\$20.00 NON-REFUNDABLE APPLICATION FEE** for each name that will appear on the lease as a Tenant. Summit Terrace Luxury Apartments will determine from your responses to the application questions, whether or not you qualify for the apartment you are applying for. The credit and personal information will be sent to our screening company and a credit report will be requested. In addition, criminal history, employment, and rental references will be checked to confirm that they meet all of our rental criteria.

If you meet our criteria, we will approve your application. This process may take up to one week.

5. Upon receipt of the written notice of approval all monies due must be paid in accordance with the approval letter.
6. **RENTAL CRITERIA.**

**To qualify for an apartment at Summit Terrace Luxury Apartments, you must meet the following criteria:**

- A. **Income:** You must meet our income requirements. An applicant must be able to verify at least one-year of steady employment immediately preceding the date of the application. Applicants with a promise of employment must provide letter from employer. Full-Time graduate students will be required to have a co-applicant sign the lease agreement. Income qualifications will be met by providing proof of an available source of income that meets the minimum income standards.
- B. **Rental History:** Satisfactory rental reference from at least one prior Landlord is requested. Any applicant who has been evicted or sued for any lease violations will be rejected.
- C. **Credit History:** We retrieve a report through AmRent. You must be "**Conditionally Approved**" or "**Approved**" to be accepted. Applicants that are rejected will be denied. If conditionally approved, your application will be reviewed. If denied, you will receive a notice in writing along with a duplicate copy of your screening.
- D. **Criminal History:** Applicants convicted of a felony will be rejected. Misdemeanors involving dishonesty, drug related criminal activity or violence within the past 7 years will result in a rejected application.
- E. **Co-Applicants:** If an applicant meets one or more of the above criteria, he or she may be able to qualify for an apartment by obtaining a third party to co-sign the lease. The co-applicant must pass the same application and screening process, except we will deduct the co-applicant's own housing cost before applying his or her income to our income standards.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Summit Terrace Luxury Apartments

## Application Criteria for Prospective Residents

**Equal Housing:** DRA Fidelco Newburgh, LLC Summit Lane Luxury Apartments conducts business in accordance with the Fair Housing Act. We do not discriminate on the basis of race, color, religion, national origin, sex, familial status, marital status, ancestry, sexual orientation, lawful sources of income, disability or handicap, or any other basis protected by applicable state or local fair housing laws.

**Applicants:** Each applicant that is 18 years of age or older must complete an application and if the application is approved, sign the lease as a leaseholder. Applications are to be completed in full; applications containing false, misleading, or incorrect information will be denied. If you have a pet, the pet application, and all associated pet paperwork and fees are due prior to move in.

**Occupancy Limitations:** No more than two individuals per bedroom may occupy an apartment unit.

**Qualification Guidelines:** All applicants must provide a valid driver's license, Military ID, passport or Government issued photo ID. Applicants must provide the following applicable documents:

- Proof of legal alien status (Valid Permanent Resident Card or Visa) and federally issued ID number. Immigration status must be valid to meet or exceed the lease end date.

**Income/Employment:** Each Applicant must provide proof of income consisting of one full month's proof of income, or four (4) of the most recent pay stubs or two (2) if paid bi-weekly, or signed Acceptance Letter from new employer on company letterhead, or other proof of income, all which may be checked and verified. If self-employed, submit last two (2) year's personal tax returns, first and signature pages only, or a notarized statement from applicant's CPA. Full time graduate students must submit a copy of enrollment verification to an accredited school/college/university. Co-applicants are accepted for full time graduate students and must satisfy a monthly income requirement of 3X the monthly rent, with no confirmed eviction filings and must individually satisfy the income requirement. The co-applicant's income cannot be combined with the full-time graduate student's income. Properties may elect to accept co-applicants for applicants whose FICO 9 score causes the applicant to be conditionally accepted.

**Background Check and Credit Authorization:** It is the Company's policy to perform one or more reference checks including, but not limited to, a Credit Report from a consumer credit reporting agency and, if warranted, a Criminal History report and/or a Landlord and Employment History report.

	Applicant #1	Applicant #2
<b><u>Criminal History:</u></b> Have you ever been arrested or convicted of a crime: { } YES { } NO { } YES { } NO		

Note: For a "Yes" answer, please provide additional information regarding EACH and EVERY incident, including the date, location and nature of the crime, on a separate sheet of paper. Any applicant either 1) having been charged in the past with a crime, or 2) charged with the commission of a crime during the screening process, whether the case is pending, or whether the final verdict has been rendered (guilty or not guilty) may be denied. As part of the application process, applicants will be required to sign this form, which authorizes investigation of and releases such information. Refusal to sign this form or to cooperate fully with the Company's investigation will constitute ineligibility for housing. The company will make every effort to keep any information obtained from such investigators strictly confidential. The Company will implement this policy in a non-discriminatory manner. The Company reserves the right to change or modify this policy at any time for any reason.

**Your Application for rental may be denied based on the following:**

- |   |                   |
|---|-------------------|
| + False, misleading or incorrect information on application | + Poor Credit     |
| + Poor rental or mortgage payment history                   | + Criminal Record |
| + Lack of sufficient income                                 |                   |

**Cancellation or Denied Application:** Administrative fees are non-refundable. If the applicant is not approved, the application fee is not refunded. In the event the applicant withdraws their application, the application fee is not refunded.

**By signing below, I verify that I have read and understand the criteria from which my application will be processed.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Leasing Consultant: \_\_\_\_\_ Date: \_\_\_\_\_