

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, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws. All applications will be reviewed in the following areas:

**VAWA PROTECTIONS:**

1. The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other “good cause” for termination of assistance, tenancy or occupancy rights of the victim of abuse.

2. The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that abuse.

3. The Landlord may request in writing that the victim, or a family member on the victim’s behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction of the adult(s).

**AGE:** All applicants must be 62 years or older, unless Federal Law regarding familial status applies. Any live-in aids, who will occupy the apartment on a regular basis must be listed on the application and must be under the direct supervision minors who will occupy the apartment on a regular basis must be listed on the application and must be under the direct supervision of the adult applicant(s).

**INCOME:** Monthly income must meet the minimum requirements as set forth by each property. Verifiable gross monthly income shall be a minimum of \$1,200 monthly or 2.5 times the monthly market rent for the unit, whichever is greater. Verifiable income is income confirmed by a third party in writing such as employer, trust officer, government agency (SSI) or contributing individual under penalty of perjury. Applicants with housing vouchers must have suitable income equal to 2.5 times the portion of rent they are required to pay. All employment used to meet the income criteria will be verified, including pay amount, start date and a current paycheck stub. Applicant must have been continuously employed a minimum of six (6) months prior to the application date. Employment is considered continuous if the gap between employers is less than 15 days. Self-employed individuals must provide copies of tax returns with Schedule C, which will be used to verify income. Full amounts of social security and disability income can be used to qualify. Other sources may be used as well. Applicants who receive income supplements from Social Security, SSI, and TANF, pension, retirement or unemployment compensation must still meet minimum income requirements for each property.

**CREDIT:** A credit and criminal history report will be requested on all applicants over the age of 17 years of age. To be eligible for waived or reduced security deposits, move-in specials or referral discounts, applicants must have 50% or more positive trade line accounts and verifiable Rental History. Medical collections, student loans and home foreclosure will not be counted against you. If a current bankruptcy is pending against you, it is an automatic denial. If there are previous rental judgments or outstanding payments due to another property, you could be denied. If there are more than two outstanding utility collection accounts, it is an automatic denial. If you have no credit history and you are under the age of 25, it will not be held against you.

**RENTAL HISTORY:** ALL applicants must have verifiable positive rental history of longer than six (6) months to be eligible for approval. Applicants who are living with family members will not satisfy the rental history requirement and will be required to pay an additional deposit if all other requirements are met. If you have been evicted, asked to leave, skipped or left another apartment lease under less than favorable terms within the past twenty-four (24) months, your application will be denied.

**CRIMINAL HISTORY:** Your application will be denied for any of the following criminal charges, convictions or deferred adjudications – armed criminal action, violent criminal behavior, use of a firearm, prostitution, theft over \$500, destruction of property, robbery (less than five (5) years old), burglary (less than five (5) years old), any drug related offenses (misdemeanors less than two (2) years old and felony less than five (5) years old, intentional injury to a child or ANY sexual offenses. All criminal history will be reviewed on a case by case basis and applicants with multiple charges will be denied.

**PETS:** Acceptable pets include domestic cats, dogs, fish or birds that when fully grown do not exceed forty (40) pounds. Dogs of any known, or believed to be, aggressive breed will not be allowed at any weight. See restriction list at the management office. All pets must have proper papers before moving in and a city approved license. A fully refundable pet deposit of \$300.00 per pet is required prior to acquiring the pet. This applies for all pets with exception of fish and birds.

**OCCUPANCY:** Maximum occupancy is two persons per bedroom.

We evaluate every apartment application in the following manner: You must submit a rental application with all questions answered on the form, pay any application or holding fees in a money order, and provide a copy of identification (Driver’s License or other Legal Entity Picture I.D. Card) for all occupants over the age of 17. You must show a copy of all minor children’s Social Security cards and Birth Certificates. We will determine from your responses to the questions on the application if you qualify for the apartment for which you are applying. If you do not, we will reject your application. If you appear to qualify, we will check your criminal and credit. We will then verify employment and rental references to confirm they meet our rental criteria. This process takes one to two days. We will rent available apartments to applicants

in the order that their applications are approved. If we are unable to verify any information necessary for the processing of an application, or if an application is deficient in any of the categories outlined, the entire application may be rejected. **Please take your time and fill out your application thoroughly to insure timely processing.** Our privacy notice is available upon request. Each occupant over eighteen (18) must submit a separate application. Spouses may submit a joint application. The criteria are subject to change at any time at the sole discretion of QuadCo Management, LLC.

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Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owners Representative

\_\_\_\_\_  
Date