

QUALIFICATION REQUIREMENTS:

Circle C Properties operates in compliance with the Fair Housing Act. The act prohibits discrimination in housing based on race, color, religion, sex, national origin, handicap or family status. Notification of the requirements below prior to an application are now required by law in order for Circle C Properties to retain the application fee. A lease guarantor may be required for approval.

- **Cost:** \$50 per applicant 18 or older
- **Income:**
Total monthly income for the applicants must be at least three (3) times the rent amount. Incomes may be combined to qualify this number.
- **Employment:**
Prospective residents must show steady and stable employment. As an example, no less than six (6) months within the last 2 years with one employer. Should a prospective tenant be recently transferred or relocated, they must show (6) months prior verifiable employment, as well as current verifiable employment.
- **Credit:**
A credit report will be acquired on each occupant over the age of 18. Excessive late payments, defaults, and/or unpaid rental related debt will be grounds for denial.
- **Rental History:**
Prospective residents must have lived for a minimum of six (6) months at their present verifiable residence. Prospective residents must have confirmable residency for a minimum of the past twenty-four (24) months. Previous payment history will be reviewed and no negative rental history will be accepted. Negative rental history is described as, but not limited to the following: Any damages owed, rental related debt as described above, and/or evictions filed within the past sixty (60) months.
- **Checks:**
A negative check writing code will result in applicant paying for rent by certified funds.
- **Number of Occupants:**
Up to two per bedroom, unless City Ordinances require otherwise.
- **Self Employed, Retired or Not Employed:**
If self employed, retired or non-employed, the applicant must provide photocopies of tax returns from the previous year, financial statements from a certified public accountant or photocopies of the three most recent bank statements showing proof of ability to pay rent for the term of the lease.
- **Criminal History:**
Management may reject applicants with any felony charge within the last seven (7) years or misdemeanor convictions involving crimes against persons, property or for illegal drug related or prostitution related offenses.
- **Pets:**
Pets are allowed subject to the discretion of the property owner. Individual and pet deposits vary depending on property. For insurance reasons, we cannot accept any pets that are full or part of the following breeds –German Shepherd, Chow, Doberman, Rottweiler, Pitbull, or Boxer.

Applicant: _____ Applicant: _____

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