

Rental Application Criteria

I. Occupancy Limits

To ensure compliance with fair housing guidelines and local ordinances, occupancy limits are set as follows:

- Studio/Efficiency: No more than two (2) persons
- One Bedroom: No more than three (3) persons
- Two Bedrooms: No more than five (5) persons
- Three Bedrooms: No more than seven (7) persons
- Four Bedrooms: No more than nine (9) Persons
- Five Bedrooms: No more than eleven (11) persons

Note: These limits are in accordance with the "two-per-bedroom plus one" rule, a generally accepted standard, but may be adjusted to comply with specific state or local regulations where applicable.

II. Applicant Qualifications

To qualify for an apartment, all prospective residents must meet the following criteria:

- Income: Combined gross income of at least 2.5 times the monthly rental amount. Proof of income (most recent original paycheck stub, employment offer letter, or tax returns if self-employed) must be submitted.
 - Section 8 recipients will be qualified based on the voucher. (IE, if a voucher tenant's portion of rent is \$50, the household will be qualified on 2.5x the tenant portion, which in this example is 2.5x \$50. Requiring the household show income of \$125 monthly.)
- Credit History: A positive credit history is required.
 - No bankruptcy filings within the last twelve (12) months.
 - If bankruptcy was filed between one year and seven years ago, the application may be considered for a higher security deposit.
- Eviction History: No prior evictions will be accepted.
- Criminal History: Criminal history will be reviewed on a case-by-case basis, considering the time since the event(s), severity of the crime, risk of recidivism, and potential impact to the community.
 - This community obtains information on past criminal activities, including arrests, convictions, and pending criminal actions.
 - Applicants will not be denied solely on the basis of arrests or pending criminal actions; these may be aggregated with other factors for denial.
 - Persons on any sex offender list will not be considered for residency.
 - Persons with criminal convictions related to the manufacture or distribution of controlled substances will be denied.
 - Persons whose convictions relate to possession of controlled substances may be accepted if they provide evidence of completion of a treatment program.



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- Persons with convictions involving violence, gang activity, arson, and injury to persons will be required to provide additional information to establish that they do not pose a risk to the property or other residents.
- In evaluating prior criminal history, the type of crime, severity of the crime, and the length of time since conviction and release will be considered. Terms and conditions of parole and probation may also be considered.
- Denied applicants may petition for reconsideration by providing additional information regarding mitigating circumstances.
- Convictions during or after the highlighted periods in the Department of Justice schedule for recidivism rates and risk to the community will not be considered against the applicant's eligibility.

Most serious commitment offense	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
Any arrest after release									
All released prisoners	43.9%	16.2%	8.3%	5.1%	3.5%	2.4%	1.7%	1.3%	1.0%
Violent*	38.9%	15.3%	8.0%	5.4%	4.0%	2.6%	1.9%	1.6%	1.0%
Property	50.8%	16.3%	7.9%	4.6%	2.8%	2.0%	1.4%	1.1%	0.9%
Drug	42.8%	17.1%	8.7%	5.3%	3.6%	2.3%	1.7%	1.2%	1.1%
Public order	40.5%	15.4%	9.1%	5.2%	3.9%	2.8%	2.3%	1.4%	1.3%

III. Application and Reservation Process

To reserve an apartment, the following steps and fees are required:

- Complete an application for each prospective resident 18 years of age and older.
- A non-refundable application fee of **\$35.00** per applicant is required.
- Security Deposit: **\$300 (refundable) on approved credit**. Please note that an additional security deposit may be required depending on credit history and other application screening factors.

IV. Before Move-In Requirements

Prior to moving into the property, the following must be fulfilled:

- **Renter's Insurance: A Renter's Insurance Policy with a minimum of \$100,000 personal liability coverage from a recognized insurance firm is required. Goldstone Place Apartments must be added as an "Interested Party" to ensure notification of policy cancellation during residency. A copy of the declaration page is due upon move-in. (N/A)**
- **Utilities: Residents are responsible for setting up accounts with utility providers for as applicable (which varies monthly). (Not required at this property. Internet must be put in your name however)**
- **Pet Requirements (If Applicable):**
 - **Pet deposit of \$250 (refundable).**
 - **Monthly pet rent of \$40 per pet.**
 - Restricted breeds (full or mixed) include: Alaskan Malamute, Boxer, Chow Chow, Dalmatian, Doberman Pinscher, German Shepherd, Husky, Pit Bull, Presa Canario, and Rottweiler.



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V. Fair Housing and Equal Opportunity

We are committed to providing equal housing opportunities to all prospective residents. We do not discriminate on the basis of race, color, religion, national origin, sex, disability, familial status, sexual orientation, gender identity, or any other protected characteristic as defined by federal, state, and local laws. All applications will be processed in a fair and consistent manner.

VI. Violence Against Women Act (VAWA) Disclosure

Applicants and residents are hereby notified of their rights under the Violence Against Women Act (VAWA). VAWA provides protections for victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation. Under VAWA, an applicant or tenant may not be denied admission to, denied assistance under, or evicted from housing on the basis of having been a victim of domestic violence, dating violence, sexual assault, or stalking.

- Confidentiality: All information provided regarding VAWA protections will be kept confidential.
- Documentation: We may request documentation to confirm that an incident of domestic violence, dating violence, sexual assault, or stalking has occurred. However, if the victim is unable to provide documentation, self-certification may be accepted.
- Lease Protections: Victims of domestic violence, dating violence, sexual assault, or stalking may have special lease protections, such as the ability to bifurcate a lease or to move to another unit.
- Emergency Transfers: Qualified tenants may be eligible for an emergency transfer if they reasonably believe they are imminently threatened with harm from further violence if they remain in their current dwelling unit.

VII. Cost Disclosure & Acknowledgement

Required Costs:

App Fees - \$35 /per applicant

Security Deposit - \$300 (OAC)

Asset Protect - \$15 Monthly (N/A)

Lease Initiation Fee - \$199 One Time (N/A)

Internet - \$70 Monthly (N/A)

Common Area Maintenance -\$10 Monthly (N/A)

Parking - \$10 Monthly (N/A) unless carport
space rented

Real Estate Tax - \$10 Monthly (N/A)

Required Utilities:

Billing Methods:

Water - 50% Occupants/50% Sq footage N/A

Sewer - 50% Occupants/50% Sq footage N/A

Trash - Flat Fee \$12.00 N/A

Utility set up fee \$25 (One-Time) N/A

Admin Service charge \$9-per month Final Bill-
\$10 N/A

Utility Closing Fee \$10 (One-Time) N/A

Electric – Paid Directly to Provider
N/A

Media Package - \$70 (Internet Access) N/A

Optional:



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Garage Rental - \$100 N/A
Storage Rental - \$50 N/A

Additional Parking - \$25 N/A
Guest Suite Rental - \$75 N/A

Situational:

Pet Deposits - \$250 per pet (refundable)
Non Refundable Pet Fee - \$200 per pet
Pet Rent - \$40 /per pet per mo.
Pet Waste Removal - \$250 /per occurrence
Trash Disposal - \$50 /per occurrence
Unit Lock Change - \$50
Mail Key Replacement - \$40
Key Fob Replacement - \$75
Month to Month Fee - \$150
Late Fees - \$150
Inspection Fee - \$50
Occupied Utility Charge Back - \$50/per occurrence (N/A)
Service of Notice Fee - \$25/per occurrence Bank NSF Fee- \$40 /per occurrence
Eviction Fees - \$50 Turnover + attorney fees & court costs
General Flooring Replacement - Actual Cost + Labor (Less Applicable Depreciation)
Appliance Replacement - Actual Cost + Labor (Less Applicable Depreciation)

Key Replacement - \$5 per key
Trash out Fees - Billed on Invoice
Apartment Cleaning - Billed on Invoice
Painting - Billed on Invoice
Window Replacement - Billed on Invoice
Door Replacement - Billed on Invoice
Blind Replacement - Billed on Invoice
Pest treatment - Billed on Invoice
Plumbing (Negligence) - Billed on invoice
Online Payment Processing Fee- \$5

VIII. General Information

- Applications are run on a first-come, first-served basis and will be reviewed individually by the first submitted application as date and time stamped. Applications will be reviewed and approved/denied before moving to the next eligible applicant.
- Application fees will only be accepted for units that are currently available/will be available to rent, and multiple applications with associated fees will not be accepted for the same unit until the current application has been approved or denied.
- All applicants will be reviewed as roommates regardless of relation to other household members.
- Applicant signatures are required to acknowledge understanding and agreement to these terms.
- All parties must sign the lease agreement and all applicable addenda before keys will be released.
- Any reasonable accommodation needed for the application process only should be made to the community manager or representative at time of applying. Reasonable accommodation/modification requests associated with residency must only be submitted after the application is approved.
- Any grievances with the approval process or petitions for appeal should be sent to info@cornerstonerent.com



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I/We certify that to the best of my/our knowledge all statements are true and complete. I/We further authorize Owner/Agent/Landlord to obtain credit reports, criminal background reports, character reports, verification of rental history, income history and employment history as necessary to verify all information put forth in the above referenced application for residency, faults, fraudulent or misleading information may be grounds for denial of residency or subsequent eviction.

I/We are aware that an incomplete application causes a delay in processing and may result in denial of this application for tenancy.

Tenant Signatures:

Signature	Name	Date
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Management Signature:

Signature	Name	Date
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Management Purposes Only:

Date Received: _____

Time Received: _____

Apartment Number: _____

Apartment Rate: _____



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