

## QUALIFICATIONS

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Valid State or Federal Photo I.D. required to tour community

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It has been a long-standing policy of Burton Carol Management, LLC to practice equal opportunity housing for renters. All rental applications are judged solely on the following criteria:

1. Yearly Income:

For one person's income, the yearly income shall be three (3) times the yearly rental amount for all apartments except the three bedroom townhouse at the Kings Arms Apartments where for one person's income, the yearly income shall be three and one half (3.5) times the yearly rental amount.

When combining two incomes, the yearly income shall be four and one half (4.5) times the yearly rental amount except the three bedroom townhouse at the Kings Arms Apartments where for one person's income, the yearly income shall be five (5) times the yearly rental amount. Either individual must meet our credit history requirement. Both individuals must meet our length of time on the job and reference requirements. If accepted, both individuals must sign the lease agreement and appear on the lease as leaseholders.

In administering the income requirement, all regular and expected income will be considered. We will also consider savings and short-term investments as sufficient income towards meeting our income requirement if their total value meets or exceeds two times our yearly income requirement.

Combining more than two (2) incomes to satisfy the income requirement is not allowed.

2. Length of Time on the Job:

The guideline for length of time on the job is six months. Previous employment will be considered in the case of employment upgrades. The applicant must provide a letter from their employer and two (2) current pay check stubs.

3. Credit and Criminal History Standards:

Applicants should have established credit demonstrating an ability to make timely payments. An Experian credit report and ScorePLUS obtained through Core Logic Safe Rent is used for this purpose. In cases where there are co-applicants, only one applicant needs to meet the credit history requirement. Additionally all applicants and their occupants over 18 years of age must meet our criminal history standards. A search of public records will be conducted to determine if the applicant and all their occupants over 18 years of age meet our criminal history standards. All persons whose income or credit history is used to meet our qualifications must sign the lease agreement.

4. References:

References listed on the application must be verified by the Community Manager, including former landlord reference.

5. Number of Occupants

The number of people who can occupy an apartment:

A one-bedroom apartment may have a maximum of two occupants.

A two-bedroom apartment or a one-bedroom with den may have a maximum of four occupants.

A three-bedroom apartment or a two-bedroom with den may have a maximum of six occupants.

**NOTE:** An applicant who is determined to be “no record found” and/or has less than six months on the job, can become a lease holder if they meet the remaining criteria and can provide a qualified guarantor.