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NOTICE OF ELIGIBILITY REQUIREMENTS FOR TENANCY

The following requirements must be met before your application to rent at University Village can be considered:

1. \$50 Application Fee for each adult 18 years old or older and \$30 per guarantor form.
2. Credit Report and Tenant Performance Report on each adult 18 years old or older through a tenant screening company. A negative report may cause rejection of the application.
3. Criminal History Report on each adult 18 years or older. Criminal history, sexual offenses, or domestic violence charges, may cause rejection of the application.
4. Valid Identification for each adult 18 years old or older must be produced. The ID must include a photo and current address. Acceptable IDs include a driver's license, military ID, passport, etc.
5. Written Income Verification. Monthly combined income of at least three (3) times the monthly rental rate of the applied for property. Each applicant must provide written verification from the employing company of legal/reported income. Self employed should provide Schedule C or 1099 to show gross income for most recent year.
6. References. Current and/or previous landlords may be contacted. A positive reference is required, and there may be no prior evictions on record.
7. Co-Signers. We only accept co-signers for full time students without derogatory credit. Both the applicant and the co-signor must have positive credit histories and meet all other application requirements. For students, proof of enrollment is required.

RENTAL APPLICATION CHECKLIST

Please compile all these items for submission at the same time.

- \$50 application fee for each adult 18 years old or older and \$30 fee per guarantor.
- Fully completed and signed Application to Rent for each adult 18 years old or older.
- Valid photo ID for each adult 18 years old or older.
- Written verification of income as noted above for each adult applying.

RENTAL APPLICATION PROCESSING FURTHER INFORMATION

- No application will be approved if it does not include all requirements.
- All persons residing in the apartment for more than two weeks per year must meet these same tenancy requirements.
- Please submit application to resident manager or leasing personnel.
- We acknowledge and abide by all Fair Housing laws and regulations.
- If approved, a minimal deposit will be required within two days of notice to hold the apartment. Deposit required as a check or money order, no cash accepted.
- Applications will be processed in the order received, first application with all requirements received equals first considered in approval process.
- If an application is for an apartment in advance of the existing tenant vacating, please be aware that the date the apartment becomes available is subject to change due to existing tenant schedule and the needs of unit turnover without prior notification.

THANK YOU FOR YOUR APPLICATION!