

**Willow Ridge Apartments  
RENTAL CRITERIA**

Willow Ridge supports the Fair Housing Act as amended, prohibiting discrimination in housing based on race, creed, color, religion, national origin, handicap, or familial status. The following qualification standards will be required from every prospective resident.  
**Employment Stability (current and previous)**

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**Need verifiable 6 months of employment.** If the applicant has less than 6 months of current employment, previous employment must be verified. Self-employment must be verified with the previous year's tax return. Social Security, Child Support, and related assistance must have supporting documents for such income to be considered. If there is no monthly income due to retirement or other, six months upfront must be paid in advance and all other requirements must be met, an additional deposit and/or High-Risk Fee may apply.

**Rent/Earnings Ratio:**

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**Applicant must provide proof of income by 3 most recent paystubs.** Monthly income must be at least 2.5 times the monthly rent from all applicants. Applicants with less than 2.5 times the monthly rent may be considered only with an Approved Co-Signer or with an additional deposit and/or High-Risk Fee.

**Credit Rating:**

We utilize I.D. Score program for identity verification/identity must be verifiable through this system to meet our screening criteria. If additional information/verification is required items must be provided within 48 hours from the time of the request. Failure to do so will result in an additional application fee. Applicants should have a Satisfactory Rental Credit Rating and meet other criteria parameters. If terms are less than satisfactory applicant may be denied or considered with a Co-Signer or with an additional deposit and/or High-Risk Fee.

**Rental History:**

**Rental history will be verified. All Evictions or Broken Leases WITHIN THE LAST 3 YEARS WILL BE DENIED.** We offer a 2nd Chance program if no more than 2 Broken Leases, must be over 3 years ago and good rental history has to be established an additional deposit and/or high-Risk fee may apply. Homeownership/ mortgage payment history must be verifiable via credit report or written documentation from the Mortgage Company. First-time renters may apply if all criteria are met and reviewed at the landlord's discretion, an additional deposit and/or High-Risk Fee may apply.

**Automatic Reject:**

**ALL Applicants that have been charged, detained, or arrested with FELONIES under 5 years old will be denied and/or multiple criminal histories (even if currently serving deferred adjudication).** If over 5 years we will consider for an override with an additional deposit and/or High-Risk Fee  
**Falsifying information will result in automatic rejection and forfeiture of all application deposits submitted for application processing.**

**Co-signer:**

**First-time Renters and students may have a co-signer. Co-signer must meet all qualifying criteria and they must have 1 year rental or mortgage history and 1 year with a current or previous employer. Income for co-signer must be FIVE (5) times the applicant's monthly rental amount. The original lease agreement must be signed by the co-signer. The student status must be verifiable with copies of transcripts.**

**Occupancy Standards:**

**Two persons per 1 bedroom.**

**Deposit Requirements/Lease Term, Liberty Rents Option: Based on applicant screening results**

- **Accept – Nonrefundable fee with Lease Protect \$150 or \$\_\_\_\_\_ traditional deposit**
- **Conditional Accept – Nonrefundable fee with Lease protect \$199 or \$\_\_\_\_\_ traditional deposit**
- **Denied- If your application is overridden, you will be able to apply with Liberty Rents alternative deposit program that will require 1 month’s rent non-refundable fee and \$35 application fee (s) with Liberty Rents. You must be approved by Liberty Rents & fees paid in order for final approval to move in.**

**\*\*\*\*Please be aware that you will still be responsible for any delinquent rent and move-out charges or fees\*\*\*\***

**Depending on the application result, additional deposits and/or fees may be required. If the applicant changes their mind about renting the apartment AFTER the application has been approved, all Deposits, and Fees submitted, are non-refundable. If the applicant is rejected for any reason other than falsifying information, the deposit is refundable.**

**Restricted breeds of dog, but not limited to, may change without notice: Akita, Doberman pinscher, Rottweiler, Dalmatian, Pit Bull, Chow, Wolf Hybrid, Bull Mastiff, etc. All Aggressive & Large Breed Dogs are considered to be prohibited on the premises. A pet agreement is required for all approved pets. Pet Deposit is \$100 and a nonrefundable Pet Fee of \$300 and a \$10 Monthly pet rent will be required per pet. Weight restriction no more than 25 pounds per animal and no more than 2 pets per household.**

**The above are guidelines. Any exception may be made by the management with supervisors’ written approval only. Management also reserves the right to require additional deposit and/or High-Risk Fee for any exceptions.**

**ALL APPLICATION FEES AND DEPOSITS MUST BE PAID VIA MONEY ORDER ONLY. NO CHECKS OR CASH ARE ACCEPTED FOR THESE FEES.**

**I HAVE READ AND ACCEPT THE ABOVE QUALIFICATIONS. I FULLY UNDERSTAND THAT MY DEPOSIT MAY NOT BE REFUNDED IF I HAVE FALSIFIED ANY INFORMATION ON THE APPLICATION OR IF I CHANGE MY MIND ABOUT RENTING THE APARTMENT AFTER I HAVE BEEN APPROVED.**

**LEASE WITHIN 24 HOURS**

1. **MUST Complete the application**
2. **MUST bring in all screening documents within 24 hours**
3. **MUST pay all fees within 24 hours**

**If documents and information are not provided within 10 days application will be automatically canceled. By signing or choosing “I Agree”, you acknowledge that you have read and understood all of the above information.**

\_\_\_\_\_ (Printed Name) \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_ (Printed Name) \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature