

**CENTRA PARTNERS  
RENTAL CRITERIA**

**Park at Willowbrook Apartments** 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)**

Need verifiable 6 months of employment. If applicant has less than 6 months of current employment, previous employment must be verified. Self-employment must be verified with 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:**

Applicant must provide proof of income by 3 most recent paystubs. Monthly income must be at least 3 times the monthly rent from all applicants. Applicants with less than 3 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:**

Applicants should have Satisfactory Rental Credit Rating. If Rental Credit rating is 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 5 YEARS WILL BE DENIED. We offer a 2<sup>nd</sup> Chance program if no more than 2 Broken Leases, must be over 5 years ago and good rental history must 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 Mortgage Company. **First time renters may apply if all criteria is met and reviewed at landlord's discretion**, an additional deposit and/or High Risk Fee may apply

**Automatic Denial:**

ALL Applicants that have been charged, detained, or arrested with FELONIES under 10 years old will be denied (even if currently serving deferred adjudication). If over 10 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 current or previous employer. Income for co-signer must be FIVE (5) times the applicant's monthly rental amount. Original lease agreement must be signed by co-signer. Student status must be verifiable with copies of transcripts.

**Occupancy Standards:**

Two persons per 1 bedroom.

**Deposit Requirements/Lease Protect Option: Based on applicant screening results**

**Accept** - will require a traditional deposit of \$550 or a nonrefundable Lease Protect fee of \$149. **Conditional Accept**- will require a traditional deposit of \$700 or a nonrefundable Lease Protect fee of \$199. If denied and your application is overridden, will require a traditional deposit of \$700 and a nonrefundable High-Risk Fee up to 1 months' rent, or a nonrefundable Lease Protect fee of \$199 and a nonrefundable High-Risk fee up to 1 months' rent.

**Lease Protect program only reduces your move in cost instead of having to pay the traditional deposit. Please be aware that you will be responsible for any move out charges or fees.**

Additional deposits and/or fees may be required depending on the application result. **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 dogs, but not limited to, may change without notice:** Akita, Doberman pinscher, Rottweiler, Dalmatian, Pit Bull, Chow, Wolf Hybrid, and 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 Fee of \$300/\$100 Deposit and a \$20 monthly pet rent, will be required per pet. Weight restriction no more than 25lbs 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 OR ONLINE PAYMENT.  
NO CHECKS OR CASH 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.**

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

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

(Printed Name) \_\_\_\_\_ Date: \_\_\_\_\_  
Park at Willowbrook Apartments Representative