

# Duval Villa Apartment Homes

**4305 Duval ST. Austin TX. 78727- Phone (512) 451-2343 Fax (512) 451-5758**

## **LEASE APPLICATION CRITERIA AND STATEMENT OF RENTAL/ PRIVACY POLICY**

### **Fair Housing**

Arbor Properties complies with Federal and Local Fair Housing Laws. We do not discriminate on the basis of color, sex, family status, sexual orientation, age, student status, disability, religion or national origin.

### **Apartment Availability**

All apartments are leased on a first come, first serve basis. Security Deposit is required to hold (pre-lease) any apartment.

### **Occupancy**

A maximum of two persons are permitted per bedroom. However, a child twenty four (24) months of age or younger will not be considered a person under the two (2) person per bedroom occupancy requirements. If a child occupying an apartment reaches the age of 24 months of age during the lease term, the tenants in that apartment will be permitted to complete their current lease term, but will be required to relocate to a larger apartment or vacate that apartment at the end of that lease term.

### **Application**

A rental application must be completed by each occupant over 18 years of age

### **Criminal History**

Felonies or pending charges that could result in a felony conviction are automatic disqualification on any application. The management does not lease to any known felons; however, we cannot represent or warrant that there are no felons residing on property due to limited accessibility of obtaining such information.

**All residents and occupants must meet the criminal history criteria.**

### **Income/Financial History**

1. Monthly income should exceed three (3) times the monthly rental rate if the unit desired. All residents' income, when taken together, must meet this requirement.
2. If income cannot be verified by an employer, applicant must provide additional sources of verifiable income that meets the property requirements. (I.e. retirement, SSI, etc.).
3. Bank statements are acceptable if the monthly average balance of the last six months equals the sum of the rent due for the first six months of the leased unit. For example, if you have applied to lease an apartment renting for \$500.00 per month. The average balance in your account for each of the last six months must be at least \$3,000 (500 x 6).

### **Credit Information**

The applicant's credit should be favorable, considering all other criteria or the application can be denied

### **Employment History**

Applicant should have two- (2) year's verifiable employment history. This does not have to be just the current employment. Employment and monthly income must be verifiable.

### **Rental History**

Applicant should have two- (2) year's verifiable rental history. If prior rental history is unfavorable, the application can be denied.

In addition, if the check writing history is unfavorable, but rental history is favorable, the applicant must pay rent in certified funds (cashier's check or money order)

Failure to provide accurate or complete information on the application can result in denial of the application.

### **Co-signers**

Persons who do not meet the above criteria and also who do not have satisfactory rental performance may qualify if they have a qualified Co-signer. The co-signer must meet all criteria with the exception of income requirements, which should be (5) times the amount of the rental rate of the desired unit. If there is more than one co-signer, all co-signers income when taken together should meet the income requirements.

### **Rental Payment**

Monthly rent and is due on the 1<sup>st</sup> day of each month. There will be a late charge penalty for all rent paid after the 3<sup>rd</sup> of the month. All returned checks will be assessed a service charge plus applicable late charges.

### **Application Fees/Deposits**

**All applications require a \$40.00 application fee. Joint applications will require a \$50.00 fee. Rush applications require an additional \$10.00 fee. There is a \$100 administration fee per lease contract. Applicant must provide a Government issued photo identification and allow it to be photocopied. The average time for an application approval is 2-3 days.**

### **Pet Policy**

Our pet policy is as follows:

- **Pets must be over 1 year old AND 40 lbs. or under/ fully grown**
- **\$300 pet deposit is required and \$150 is non-refundable**
- **Pet interviews are required for all dogs prior to move-in**
- Maximum of 2 pets allowed per unit
- We do issue \$25 fines to dog owners who do not clean grounds after their pets
- Unauthorized pets are not allowed on property. Visiting pets are only allowed with written authorization from the office.
- **All dogs must be on a leash.**

### **Utilities**

Electric utilities must be connected into your name before you will be allowed to move in. You must present your account number from the City of Austin in order to obtain keys on the day of your move in.

### **Other**

**Please submit your Application and administration fees separate from your security deposit in the form of checks or money orders.**

If you have any questions about our above criteria, the manager will be happy to answer any of your questions.

### **Privacy Policy for Personal Information of Rental Applicants and Residents**

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

**How information is collected.** You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

**How and when information is used.** We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

**How the information is protected and who has access.** In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a

secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

**How the information is disposed of.** After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

**Locator services.** If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees—even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies, as well.

**I have read the above application, rental criteria and privacy policies and understand the information within. I understand that all information contained within the rental application is subject to verification by the management. Signing this acknowledgment indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected, and your application fee will not be refunded.**

\_\_\_\_\_  
Applicant                      Date

\_\_\_\_\_  
Owner's Representative

\_\_\_\_\_  
Applicant                      Date

\_\_\_\_\_  
Guarantor (Co-Signor)

\_\_\_\_\_  
Applicant                      Date

\_\_\_\_\_  
Guarantor (Co-Signor)

\_\_\_\_\_  
Applicant                      Date

\_\_\_\_\_  
Guarantor (Co-Signor)