

**@ Home Apartments, LLC – Application Requirements and Procedures:**  
**APPLICANT’S COPY**

**Thank you for submitting your application to rent an apartment home within our community. You will be contacted within 2 business days regarding the status of your application.**

**Rental Requirements:**

- Credit and Criminal Background: A complete **check of credit history and criminal background** will be made. A poor credit history may be cause for denying a rental application depending on other factors OR may result in requiring a security deposit equal to one month’s rent OR requiring the applicant to have a co-signor. An application will be denied if there is a felonious record or any record involving crime against a person.
- The applicant (s) must have a **positive, past rental reference** or have previously owned a home (with mortgage in good standing) to be approved with a standard security deposit. This includes no late rent payments, evictions, or lease violations. Foreclosures may not automatically deny your application, but will likely require a security deposit equal to a month’s rent.
- A prospective Resident must document and meet the minimum **income requirements**:
  - 1 person must have a gross monthly income of at least 3X the monthly rent
  - 2 persons must have a gross monthly income of at least 3.5X the monthly rent
  - 3 persons must have a gross monthly income of at least 4X the monthly rent

**Lease Terms:**

- 12-month or 6-month leases are available. Different rental rates apply to each lease term.

**Age:**

- Must be 18 years of age and show legal documents proving the right to reside in the US to enter into a rental contract with @ Home Apartments, LLC.

**Occupancy Limits:**

- 1 person is allowed per studio apartment
- 2 persons are allowed per one-bedroom
- 4 persons are allowed per two-bedroom

**The Application Process:**

- The \$35.00 application fee is non-refundable and must be paid before any verification begins. The Security Deposit is required at the time of lease signing. This deposit is non-refundable after 72 hours of lease signing if applicant fails to occupy or fulfill terms and conditions of signed lease.
- All information provided on the application must be **complete and correct** or we will be unable to process the application. If we are unable to verify any portion of the application, this is basis for rejection.
- If the application is accepted, you will be notified by telephone and will have 24 hours to return our call and set up a lease signing date and time.
- If the application is denied, you will receive a denial letter in the mail postmarked within 2 business days of denial.
- All of our residents are required to provide, along with this application, a copy of their driver’s license or state ID and their most recent pay-stub or previous year’s tax return, for their resident file.

**Other Policies:**

- For your convenience, all incoming residents have the option to participate in an ACH Program. This program allows for your monthly rent payment to be deducted from your checking, savings or other applicable account. Detailed information about this program is available at the time of your lease signing or at your earlier request.
- Pets: Cats, fish, and properly caged birds are allowed in the apartment. A monthly pet fee and a signed agreement are required for tenants to keep pets in any apartment. **Pet Dogs are not allowed in any apartment unit at any time.**
- The full Security Deposit payment is required at the time of lease signing. The first month’s rent (or prorated amount of first month’s rent when applicable) is due the day of move in. The security deposit and first month’s rent must be paid in the form of a cashier’s check or money order.

**@ Home Apartments, LLC** does not discriminate against tenants or prospective tenants based on race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, or age. These policies comply with the Equal Housing Opportunity Act and all Fair Housing Requirements under the Department of Housing and Urban Development.

