

**SUNDANCE PROPERTY MANAGEMENT, INC.**  
**APARTMENT APPLICATION CRITERIA**

**PROPERTY Silverwoods Landing**  
 Revised 07/01/2009

**We are an equal opportunity housing provider.** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.

**Application Process.** We evaluate every apartment application in the following manner: each applicant or occupant 18 years of age or older must submit a separate rental application and completely answer all questions on the form. You must pay the nonrefundable application fee. We will determine whether, from your responses to the application questions, you qualify for the apartment. If you do not, we will reject your application. If you meet our criteria and the information that you have provided to us has been verified, we will approve your application. This process normally takes one to two days. We will rent available apartments to applicants in the order that they are received. Once your application is approved, you have 24 hours to pay the security deposit or the apartment can be assigned/rented to another applicant

**1. MINIMUM AGE**

Must be at least 18 years old.

**2. CREDIT**

All credit status will be checked through the appropriate Credit Bureau. If no credit record can be obtained, Sundance will phone the credit references that you have supplied on your application. Your credit record must be satisfactory. If your credit report shows any current unpaid debts, your application may be rejected. A previous bankruptcy that has been fully discharged will not automatically disqualify an applicant. Individuals actually involved in personal bankruptcy action will be rejected.

**3. RESIDENT/RENTAL HISTORY**

Sundance requires satisfactory verification of the previous 12 months residential history (living with relatives, parents, dormitory, etc.) and/or rental history. Sundance will provide a written rental verification form, which must be completed by every applicant. This form will be processed by Sundance and completed by the current and/or previous landlord. If you are currently under eviction or you have ever been evicted or sued for any lease violation, your application will be rejected.

**4. EMPLOYMENT**

Employment must be verified, including salary amounts and start date. If the applicant is not employed, they must show proof of having the equivalent of 12 months rent in liquid assets or proof of a source of income. Including a current check stub with your application will help expedite the application process.

**5. GROSS MONTHLY INCOME**

Monthly Rent	One Income	Dual Income*		
2 BR \$799	\$2500	\$2700	_____ x 4.33	_____
			Weekly Gross Income	Gross Monthly Income
			_____ x 26/12 =	_____
			Bi-Weekly Gross Income	Gross Monthly Income

One of the two incomes must be greater than or equal to the one income requirement.

Each applicant's gross income **MUST BE VERIFIED**. Each applicant must provide a current check stub with which current income can be verified. If a check stub is not available, phone or written verification of income must be obtained. Self-employed individuals must provide copies of tax returns, bank statements, contracts, 1099's or copies of other forms deemed necessary to establish an adequate source of income. Non-reported or "under the table" income will not be included when calculating gross monthly income.

**6. CO-SIGNER/GUARANTOR**

If you do not meet one or more of the above criteria and you are under 25 years of age, you may be able to qualify for an apartment if you can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except that we will deduct the guarantor's own housing costs before applying his or her income to our income standard.

