

Summit Lane Luxury Apartments

LEASING PROCESS:

****Management reserves the right to deny any application that cannot be verified completely within 3 business days of application. ****

STEP ONE:

1. Application Criteria for Prospective Residents and Statement of Rental Policy forms must be signed and returned along with a completed Application for Residency. The application must be completed in its entirety or it may not be accepted.
2. Copy of license/state ID.
3. Proof of Income consisting of four (4) recent pay stubs (two (2) if biweekly). Additional documents such as promise of employment or Employment Verification signed by applicant may be requested
4. If currently renting, signed Landlord Verification form and current landlord fax number.
5. Application fee of **\$20.00 per adult applicant**. This fee is charged for performing one or more reference checks including, but not limited to, a Credit/Landlord Verification Report and/or a Criminal History Report.

STEP TWO:

You will be notified in writing if your application has been Approved, Conditionally Approved, or Rejected. Your approval letter will indicate the required security deposit amount and rent due if applicable.

STEP THREE:

As indicated in the approval letter, lease signing to be completed with the office within 24hrs of approval. **Security deposit is due at that time.**

SUMMIT LANE LUXURY APARTMENTS PET POLICY:

- \$500 non-refundable fee per dog \$35 monthly pet rent per dog
- \$250 non-refundable fee per cat \$25 monthly pet rent per cat
- Maximum of two pets per household
- Maximum weight 50 lbs. fully grown
- Breed restrictions apply
- Tenant to sign PET APPLICATION AND ADDENDUM

All dogs must be registered with the Town of Newburgh and also at the Leasing office. Dog owners are also required to participate in an independent “PooPrints” program, which is a pet DNA identification program. This will require a swab from your dog’s mouth for DNA. All fees for this program are included in the non-refundable pet registration fee. If we find un-scooped dog waste on the premises, it will be picked up and a sample sent to the lab for DNA testing. If matched to one of our pet owner’s dogs, a fine of \$100 will be assessed.



Summit Lane Luxury Apartments

STATEMENT OF RENTAL POLICY

1. 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, national origin, sex, familial status, marital status, ancestry, sexual orientation, lawful sources of income, disability or handicap, or any other basis protected by applicable state or local fair housing laws.
2. Apartment availability policy. Apartments are subject to availability and may only become available for occupancy when a Certificate of Occupancy is granted if applicable. All utilities must be in the new occupant's name before move-in.
3. Occupancy guidelines: The number of people who may reside in an apartment is restricted and determined by the local government. At present two persons per one bedroom and four people per two bedrooms is permitted.
4. Application process. We evaluate every apartment application in the following manner. All applicants must complete and submit a rental application and answer all questions on the form. There is a **\$20.00 NON-REFUNDABLE APPLICATION FEE** for each name that will appear on the lease as a Tenant. Summit Lane Luxury Apartments will determine from your responses to the application questions, whether or not you qualify for the apartment you are applying for. The credit and personal information will be sent to our screening company and a credit report will be requested. In addition, criminal history, employment and rental references will be checked to confirm that they meet all of our rental criteria.

If you meet our criteria, we will approve your application. This process may take up to one week.

5. Upon receipt of the notice of approval all monies due must be paid in accordance with the approval letter.

6. **RENTAL CRITERIA.**

To qualify for an apartment at Summit Lane Luxury Apartments, you must meet the following criteria:

- A. **Income-** You must meet our income requirements. An applicant must be able to verify at least one-year of steady employment immediately preceding the date of the application. Applicants with a promise of employment must provide letter from employer.
Full-Time graduate students will be required to have a co-applicant sign the lease agreement. Income qualifications will be met by providing proof of an available source of income that meets the minimum income standards.
- B. **Rental History-** Satisfactory rental reference from at least one prior Landlord is requested. Any applicant who has been evicted or sued for any lease violations will be rejected.
- C. **Credit History-** We retrieve a report through National Tenant Network. You must be "**Conditionally Approved**" or "**Approved**" to be accepted. Applicants that are rejected will be denied.
- D. **Criminal History-** Applicants convicted of a felony will be rejected. Misdemeanors involving dishonesty, drug related criminal activity or violence within the past 7 years will result in a rejected application.
- E. **Co-Applicants-** If an applicant meets one or more of the above criteria, he or she may be able to qualify for an apartment by obtaining a third party to co-sign the lease. The co-applicant must pass the same application and screening process, except that we will deduct the co-applicant's own housing cost before applying his or her income to our income standards.

Applicant's Signature: _____ **Date:** _____

Co-Applicant's Signature: _____ **Date:** _____



