

WOODBURY MANAGEMENT

STATEMENT OF RENTAL POLICY

- 1) **We are an equal opportunity housing provider.** We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We fully comply with the Federal Fair Housing Act and all state and local fair housing laws.
- 2) **Apartment availability policy.** Apartments become available when they are ready to rent. A vacant apartment will not be deemed available until it has been prepared for a new resident.

We update our list of available apartments as each apartment becomes available. An apartment that was unavailable in the morning may become available later that same day.

- 3) **Occupancy guidelines.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair-housing laws. We allow two persons per bedroom in an apartment and two persons per bedroom in a townhome plus one additional person per townhome. For example, a two-bedroom apartment could house four people; a two-bedroom townhome could house five people.
- 4) **Application process.** To apply for an apartment, the applicant must have the non-refundable application fee. To reserve an apartment the applicant must have the reservation fee and an approved application. The reservation fee is non-refundable once the application is approved. Upon move in the reservation fee is applied to move in costs. Only certified funds or credit card are accepted for payment at time of move-in. The approval process typically takes one business day when all requested information is provided. We will rent available apartments to applicants in the order that their applications are approved. The application is processed based on the following qualifications:
 - a) **Income.** Applicant's monthly income must be at least three times the monthly rent. You must be able to provide income verification by:
 - i) most current two pay stubs
 - ii) Verification of Income form completed and verified by phone
 - iii) verification of assets equal to 3 times annual rent
 - iv) immigration verification paperwork (I-20 form)
 - v) most recent tax return
 - vi) student financial aid information (only 1/3 of the grant can be counted as income)
 - vii) verified offer letter on company letterhead.
 - b) **Rental History.** If applicant has rented within the past 12 months, applicant must complete a Verification of Landlord form and have a positive rental history. Any judgements or evictions automatically disqualify you.
 - c) **Credit History.** Applicant must have established credit with a minimum of 3 creditors reporting to Trans Union. Payment history, monthly obligations, credit limits, high credit, and any negative information may affect our determination.
 - d) **Guarantors.** If you do not meet one or more of the above criteria, 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. We will allow only one guarantor per Lease Agreement.