



STATEMENT OF RENTAL POLICIES

Rental Process:

A rental application must be processed for all prospective residents and co-signers 18 years of age or older. Government issued photo ID is required for viewing any apartment. Non-refundable Application Fee of \$40 per adult is required to process rental application. Holding Deposit of \$100 is required for Management to take the apartment off the market while processing the application. Applicant has 24 hours after submitting application to cancel and receive refund of the Holding Deposit within 15 business days. We will notify you whether you've been approved within 10 days after the date we receive a completed application. If the application is approved, the Holding Deposit will be applied toward the security deposit. If Applicant falsifies or omits information on the rental application, or cancels application after being approved, the Holding Deposit shall be forfeited to Sienna Garden Apartments. If Applicant is not approved, the Holding Deposit will be refunded within 15 business days of such disapproval. When applying online, Applicant agrees to credit and criminal screenings, no traditional signature is required.

Income Requirement:

Gross monthly income must be at least 2.5 times the monthly rental amount. Must provide pay stubs for the last 30 days, statement of monthly pension, social security income, etc. Employment at current job must be for at least 3 months. All income sources must be verifiable.

Required Screenings:

- Credit check is completed for each applicant. Credit history must be satisfactory. No prior evictions, unpaid judgments, or liens within the past 2 years. No open bankruptcy.
- Criminal background check is performed on each applicant. All applicants must meet our Criminal History Criteria.
 - Applicants that are registered sex offenders will be denied.
 - Applicants must have no felony convictions less than 10 years old that involve violent crimes against persons or property, including but not limited to murder, arson, kidnapping, assault, bomb related offenses, robbery or burglary, terrorism OR that involve manufacturing or distribution of drugs in any manner.
 - All other felony convictions must be more than 5 years old.
 - Conviction of any drug related offenses involving possession only, or alcohol related offenses where no one was permanently injured or killed must be at least 2 years old.
 - Successful completion of any felony sentence at least 2 years ago and no new criminal activity for at least 2 years before this application is also required.
 - No warrant with any outstanding warrants or crime that is awaiting trial will be accepted.

NOTE: If the applicant would like management to review additional information regarding the felony conviction or the current arrest or warrant as part of their rental application, the applicant is permitted to submit that information to management along with their application, and management will review that information on a case by case basis.

- Rental Verifications are completed for each applicant. Any negative rental history, regardless of how many years since tenancy, may result in an increased security deposit or a declined application – judgments, evictions, monies owed to another apartment community, certain breaches of lease agreement, and pest infestations in a previous residence.

Guarantors / Co-signers are an option for applicants with insufficient income, little to no rental history, or low to no credit rating. Guarantors must make 5 times the monthly rental amount, have a credit score greater than 670, and meet all screening criteria. Guarantors must sign the lease and a Guarantor / Co-signer Agreement, and is responsible for the rent, and other costs such as damages, for the entire lease term and any renewal leases signed by the residents, regardless of the other roommates or leaseholders.

Occupancy Limits: The term "occupant" refers to all adults and children living in the apartment.
 1x1 – max 4 occupants, 2x2 Standard – max 5 occupants, 2x2 Deluxe – max 6 occupants

Parking: Parking is by permit only. Maximum two (2) vehicles permitted per apartment. Each apartment has one (1) assigned covered parking space. No RV, trailers, campers, boats, or large trucks permitted.

Pets: One (1) dog or cat per apartment. Dog breed restrictions apply. No exotic animals. Maximum Pet Weight 25 lb. – \$15 monthly pet rent, \$100 pet deposit, and \$100 pet fee.

Miscellaneous: No waterbeds allowed. Additional \$200 deposit is required for satellite dish installation.

Application Fee(s) \$	Date Paid:	Holding Deposit \$	Date Paid:
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Applicant Initial(s)	Date	Management	Date	rev1/19
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