

**HIGHLAND WALK APARTMENTS**  
**RESIDENT QUALIFYING CRITERIA**

Thank you for applying with Highland Walk . Please know that our management company reserves the right to require a cosigner, additional deposit, or deny residency. Reasons for not approving an application include but are not limited to: bankruptcy within the past 2 years, unpaid judgments, eviction, outstanding rent debt, criminal record, exceeding occupancy limits, and falsification of any part of the application. As part of your application, a credit report will be obtained through a local agency, a criminal search will be conducted, your employment will be verified, and your previous residential history will be verified. Details regarding our verification process are as follows:

**1. CREDIT HISTORY**

A credit report will be processed on each applicant. All applicants will be evaluated on the following criteria:

1. Income to Rent Ratio
2. Income to Payment Ratio
3. Percent Never Delinquent
4. Previous Credit Behavior
5. Number of Credit Inquiries
6. Average Age of Credit Lines
7. Total Credit Lines
8. Bureau Scores
9. Number of Major Derogatories

**2. RENTAL HISTORY**

Rental history for the last two years will be reviewed and cannot contain any negative references. Compliance with all terms of the previous landlord’s lease contract and community policies is necessary.

**SCORING OF CREDIT HISTORY**

Accept  
Low Accept  
Conditional  
Decline

**SCORING OF RENTAL HISTORY**

No late payments, no NSF’s  
1-2 late payments in one 12-month period  
3-4 late payments in one 12-month period  
No rental history with an apartment community

**SCORING CRITERIA**

Accept and No late payments, no NSF’s  
Low Accept and No rental history with apartment community  
Low Accept and 1-2 late payment in one 12-month period  
Low Accept or Conditional and 3-4 late payments in one 12-month period  
Conditional and No rental history with an apartment community  
Decline

Applicant accepted  
Applicant accepted but must pay an additional 1 month’s rent  
Applicant accepted but must pay an additional 1 month’s rent  
Applicant accepted but must pay an additional 2 month’s rent  
Applicant denied  
Applicant denied

**3. CRIMINAL HISTORY**

A criminal search will be conducted on all applicants to determine eligibility to rent. The application will be declined for any of the following criminal related reasons:

- |   |   |
|---|---|
| Felony conviction   | Any cruelty to animals related conviction |
| Any terrorist related conviction  | Any illegal drug conviction               |
| Any prostitution related conviction   | Any sex related conviction                |
| Misdemeanor convictions involving a crime against another person or property                          |   |
| Any of the above related charges resulting in “Adjudication Withheld” and /or “Deferred Adjudication” |   |
| Active status on parole or probation resulting from any of the above                                  |   |

**4. INCOME**

Gross monthly income of all applicants per apartment is recommended to be at least ( 3) times the monthly rent or at least four (4) times the monthly amount of the rent for co-signers. In some cases, we require a copy of the previous years tax return/W2 or previous two (2) months paycheck stubs or bank statements.

**5. EMPLOYMENT**

Applicants must have verifiable current employment or a verifiable source of income, ie, bank statements, social security or pension letters, etc.

**ADDITIONAL REQUIREMENTS**

1. Applicant must be of legal age. (18 years or older)
2. Applicant must submit all application fees and deposits in form of personal check, certified check, cashiers check or money order.
3. Applicant must write a separate check for the application fee and for the deposit.
4. If applicant plans to take occupancy within 7 days from the date of the application, payment **must** be paid in the form of money order of cashiers check.
5. Applicant must provide proof of US citizenship or provide valid documentation from the US Department of Immigration and Naturalization (INS).

**Occupancy**

1 bedroom – 2 persons, 2 bedroom – 4 persons, 3 bedroom – 6 persons.

If for any reason the number of occupants exceed the maximum number for that floor plan, residents will have a maximum of sixty (60) days to transfer to the appropriate floor plan to comply with occupancy limits or vacate the apartment and pay the termination fees if applicable.

**Application Fee/Deposit**

An application fee and deposit is required and must be paid in full prior to moving into the community. If applicant is declined, the deposit will be refunded to the applicant. Applicants who cancel after 72 hours of receipt of application will forfeit the application fee and the refundable and non-refundable deposit.

**Co-Signers**

All co-signers must qualify under the above criteria and will be used for students only.

**I have read and understand the above application criteria. I have provided a valid State ID/ driver’s license, or INS document that allows me to be in the country**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Apt #