

# Application Guidelines

## Do you qualify?

To assist you with your decision on your new home, we are providing a list of guidelines used to qualify applicants for residency at Lofts at Baymeadows. Nothing contained in these requirements shall constitute representation by Lofts at Baymeadows that all residents and occupants currently residing in our community have met or currently meet these guidelines. All lease holding residents must meet our qualification standards as outlined below. It is possible that an application may be denied due to criminal convictions. Subject to their compliance with applicable laws, qualification standards include, but are not limited to, the following criteria:

### **INCOME**

All lease holding applicants must have a verifiable source of income in an amount in accordance with current community guidelines and indication of applicant's continued prospects for this income. Rent to income ratio cannot exceed 30%. Debt to income ratio cannot exceed 60%. For purposes of financial eligibility pursuant to the minimum financial qualifications for housing, income of joint applicants can only be combined when a marital relationship exists. Documents needed: Pay stubs from the last two months, or original tax returns for the last two years, with attached W-2 forms. Self-employed must provide original Form 1040 Individual Income Tax Return for the last two years, with attached W-2 forms.

### **CREDIT HISTORY**

Our screening provider evaluates credit and rental history against indicators of future rent payment performance. An unsatisfactory or insufficient finding may result in denial. Applicants are responsible for ensuring their credit history is accurate.

### **IDENTIFICATION**

Applicants must present a valid United States government issued photo identification card for each person age 18 years and older that will be living in the apartment.

## **GUARANTOR – COSIGNER**

We do NOT accept guarantors or co-signers. For purposes of financial eligibility pursuant to the minimum financial qualifications for housing, income of joint applicants can only be combined when a marital relationship exists.

## **CRIMINAL HISTORY**

Our investigation includes criminal background screening. It is possible your application may be denied due to criminal convictions. We conduct criminal background screening on leaseholders and occupants over the age of 18.

## **PETS**

We are committed to keeping the grounds and your individual homes up to the standards you have come to expect and enjoy. As a pet owner (or future pet owner), you know that all animals require special care and supervision. We need your help!

- One dog is allowed per household. Two cats are allowed per household. No other animals are allowed.
- Pets live for free – there are no additional fees or additional rent for your pet/s.
- All pets must be spayed or neutered, and evidence must be presented to the Property Manager.
- Every pet must be registered with both the Property Manager's office and local authorities.
- You will be required to sign a Pet Agreement, and if your pet is a dog, you will be required to bring your pet to the office for an interview with the Property Manager. The Property Manager will approve an animal on a case-by-case basis, regardless of breed.
- Dogs must be leashed.
- You must clean up after your pet.
- Visitor pets are not permitted.

## **FAIR HOUSING STATEMENT**

Management is committed to compliance with all federal, state, and local fair housing laws. Management subscribes to a universal policy for the achievement of equal housing and no person will be discriminated against because of race, color, age, religion, national origin, sex, familial status, disability, sexual orientation, gender identity, marital status or any other applicable laws protecting specific classes.

## **WAITLIST**

In order to be added to the waitlist, you need to fill out an application online or at the leasing office and meet all rental criteria requirements. Once the application has been approved, it will automatically be added to the waitlist. The waitlist is on a first come first serve basis. The office staff will call everyone on the waitlist before attending to the other people interested.

## **APPLICANT APPROVAL ACKNOWLEDGEMENT**

Applicant agrees to and acknowledges that all qualifying criteria referenced above will be considered in the screening process. Screening recommendations are based on the overall screening report from a third-party provider. Applicants who do not meet the requirements referenced above may be declined.

## **INFORMATION & DOCUMENTS**

To fill out the application please have all the information and documents below ready. We won't be able to process the application if the information is incomplete or documents are missing.

1. Photo ID of the applicant.
2. Pay stubs from the last two months, or original tax returns for the last two years, with attached W-2 forms.
3. Self-employed must provide original tax returns for the last two years, with attached W-2 forms.
4. Social security number of the applicant.
5. Names of all occupants who will be living with you, their relationship to you, and their age.
6. Rental history with the name and phone number of a contact person.

If you would like to fill out an application to join the waitlist, please send an **e-mail** or call **(904) 667-4300**.