



Managing Agent for

## Village Green 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, sex, disability, familial status, sexual orientation, or national origin. We also comply with all state and local fair housing laws.**
2. **Occupancy Guidelines.** To prevent overcrowding, noise 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 only two persons per bedroom. Only bedrooms may be used as sleeping areas. For example, a one-bedroom apartment may house up to two people, and a two-bedroom apartment may house up to four people. These rules set a higher standard than the minimums set by the housing code, but we believe this is necessary to protect our tenants and the quality of life in our buildings. You should bear in mind that if your family grows you may reach a point where you need a larger apartment. We may or may not be able to offer you a larger unit. We cannot promise that one will be available if you need one.
3. **Application Process.** You must submit a rental application and truthfully answer all questions on the form. When filling out the rental application the following is required:
  - a) Original Photo ID.
  - b) Copy of most recent pay stub.
  - c) Non Refundable \$40 application fee in the form of money order or cash.
  - d) Reservation Fee of \$500 to hold the apartment off the leasing market until your application is reviewed and processed. This fee must be submitted in the form of a personal check or money order. This fee will be applied toward your security deposit once your application is accepted. The fee will be refunded should your application be denied. If the application is approved and you cancel your move in, the \$500 fee will not be refunded to you.
  - e) If you are in the military, you must present us with your military ID card.
4. **Rental Criteria.** To qualify for an apartment at Village Green you must meet the following criteria:
  - a) **Income.** You must be gainfully employed or have a reliable source of income and we reserve the right to request additional documentation to help facilitate the process. If you are self employed, you must present us with your most recent tax return.



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### STATEMENT OF RENTAL POLICY – (CONT.)

- b) **Rental History.** You must have a satisfactory rental reference for the prior 12 months. If you have ever been evicted or sued for any lease violation, we have the right to reject your application.
  - c) **Credit History.** Your credit report must currently be satisfactory. If your credit history shows any unpaid debts, we have the right to reject your application.
  - d) **Criminal History.** If you have ever been convicted of a felony, we reserve the right to reject your application. If you have been convicted of a misdemeanor involving dishonesty or violence within the past five years, we reserve the right to reject your application. If you have a history of any convictions for assault, rape, arson, drug related matters, destruction of property, or any matters that would be a risk to our residents, we reserve the right to reject your application.
5. **Information for the Applicant.** After approval of your application you have 5 days to sign the lease. Upon lease signing the balance of the security deposit must be paid in full.

Security Balance Due Upon Lease Signing \$ \_\_\_\_\_

Before the move-in date first month rent payment is due as follows:

- If you are moving on the 1st of the month, a full month of rent will be due.
- If you are moving on the 15th of the month, a half month's rent will be due.

**No keys will be given out on move-in day if you do not have your rent check.**

No portion of the fees are refundable if you cancel. You may contact Chris Green at 845-831-2600 within two days of applying to find out the status of your application.

I or we authorize Village Green Apartments to verify all information on the rental application by all available means, including consumer reporting agencies, public records, current and previous rental property owners, employers and personal references. Re-verification or investigation of preliminary findings is not required.

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date