

Menlo Pointe Apartments

SELECTION CRITERIA

We want to thank you for considering Menlo Pointe Apartments as your next home. We are very proud of our community and believe you will be too. Our required standards for qualifying are listed below. You will be pleased to know that all residents/applicants have been screened with the same quality care. There is a non-refundable credit history/application fee in the amount of \$ 35.00 per adult applicant. This form and each application must be filled in completely and signed in order to complete this process.

The objectives of this tenant criteria:

- Outline the areas used to determine eligibility to occupy housing owned or managed by ISM Management;
- set forth guidelines for applying the criteria in a nondiscriminatory way so as to comply with all applicable fair housing laws, and to ensure decisions affecting admission to and continued occupancy of residence in the community are made without regard to race, color, religion, sex, national origin, familial or handicap status and any legislation protecting the individual rights of residents, applicants or staff which may subsequently be enacted.
- lawfully deny admission to anyone whose presence threatens the health, safety or welfare or persons or community property or that threatens to disrupt the peaceful enjoyment of the property by other members of the community;
- ensure the financial stability of the community and the owners;
- promote safe and sanitary housing.

An applicant may be rejected if they fail to meet any of the following criteria:

1. Gross Income must be at least 2 1/2 times the monthly rent.
2. Negative rental history or mortgage history.
3. Lack of verifiable employment history with current employer.
4. Negative Credit history.
5. Evictions from prior housing.
6. Occupancy guidelines- 2 persons per bedroom plus 1.
7. Negative criminal history. Criminal convictions or arrests that result in an adjudication against the applicant other than a finding of not guilty that involve: fire, firearms, illegal drugs, theft, destruction of property, sex offense, violence to another person, any crime involving a minor, or any criminal offense that may threaten the health, safety or right to peaceful enjoyment of the premises by other residents.
8. Misrepresentation on the applicant's applications, including failure to disclose previous rental evictions or complete criminal history.
9. Lack of Renter's Insurance at move-in.
10. Residents shall pay all utility charges.

We look forward to serving you!

Applicant's Signature _____ Date _____
_____ Date _____



Personal Guarantee & Acknowledgement of Co-Signer Responsibilities

ISM Management Company

_____ has applied for a rental unit located at:

Prospective Resident

_____ **(Property)**

I understand that by agreeing to co-sign the Lease Agreement between the aforementioned individual and the community, I become jointly and severally liable under the terms of the Lease Agreement and individually responsible for the full amount of the Lease Agreement if the other signers default on their obligation.

This includes any past due rent, bounced checks, damage in excess of the security deposit, and other financial or residency obligations which may arise from the tenancy.

I agree to pay the amounts required, even though I do not reside in the apartment and even though the residents may be able to pay, but refuse to pay.

I acknowledge that if I do not pay, I may be subject to legal proceedings and have my account referred to a national credit bureau and to a collection agency, and that I may be liable for fees associated with these collection efforts.

Furthermore, personal guarantee/co-signer acknowledges that they are not occupying the premises leased pursuant this personal guarantee/co-signer agreement shall continue in full force and effect for the entire term of resident's tenancy including any extension and any rental increases in effect during the tenancy.

I acknowledge that before signing this agreement, I have read and understand the above terms and conditions, must qualify per selection criteria, agree to allow a background check to review credit and criminal information, and I have read the Lease Agreement and fully understand my responsibilities as a personal guarantee/co-signer.

Please note this application/acknowledgement to co-sign must have verification of your signature. This can be accomplished by either having this form notarized or by signing below and sending a copy of your valid driver's license or other identification with picture.

_____ Personal Guarantee/Co-Signer Signature

_____ Date

Personal Guarantee/Co-Signer's Information:

Name _____
First Middle Last Suffix

Home Address _____
Street City State Zip

Date of Birth _____ Social Security _____

Phone Cell _____ Home _____ Driver's License _____

Email contact _____ (required)

Personal Guarantee/Co-Signer's Employer Information:

Name _____ Phone _____

Address _____
Street City State Zip

TO BE COMPLETED BY MANAGEMENT

This personal guarantee/co-signer agreement is not approved until signed by Management:

_____ Management Representative

_____ Date

