



1351 Andy St. Abilene, Texas 79605
Phone: (325) 695-5110

ACCOLADE PROPERTY MANAGEMENT, INC. QUALIFYING GUIDELINES

Revised: May 2026

EQUAL HOUSING: Non-discrimination on the basis of race, color, religion, creed, sex, national origin, handicap or familial status in reference to housing is the comprehensive policy of this company.

INCOME: Gross Monthly Income must exceed 3 times the monthly rent.

Allowances from parents, scholarships, study subsidies, and/or inconsistent income such as alimony, tips, child support, will require written verification.

Applicants who are first-time renters or who do not have sufficient income under this paragraph may qualify by having the lease guaranteed. The lease guarantor must meet all qualifying guidelines.

RENTAL APPLICATION: Every household member over the age of 18 (unless Familial Status applies) must complete a separate rental application. Rental applications must be completed fully without omissions or falsifications, signed, and dated by each applicant.

Rental applications must be accompanied by a security deposit and an application fee. The non-refundable application fee is \$50 per application to be processed; legally married couples need to submit one \$50 rental application fee. All fees may only be paid by personal checks, or cashier's checks, unless otherwise specified in writing.

CREDIT CHECK: A complete check of each applicant's credit history will be made. A satisfactory rating of 85% within the last 24 months is required without any derogatory status on any account. We will not consider negative history from medical debts or student loans.

Previous bankruptcy or foreclosure will require an additional deposit equal to one month's rent or a lease guarantor. Negative check-writing history may be approved on the condition that only certified funds (Cashier's Check from a bank) will be accepted for all future payments.

EMPLOYMENT: Stable employment history is required for 12 months or evidence of an ongoing stable source of income for the past 12 months is required. Offer Letter will not be accepted as proof of employment.

RESIDENCE: Rental/Mortgage history for the past 12 months is required. Under no circumstance will any applicant who owes an apartment community/landlord be approved. Applicants who have defaulted on a lease or mortgage will be denied.

First-time renters will be required to pay an extra deposit or have the lease guaranteed by a guarantor. Extra deposit amount will be determined by credit history.

CRIMINAL HISTORY: Criminal history reports will be obtained on all occupants 18 years of age or older. Arrest records will not be considered in the screening. Conviction records will be reviewed to determine if the record demonstrates that the household member threatens the health, safety, or right to peaceful enjoyment of the premises by other residents. The following behavior or convictions will be reasons for immediate denial:

- If a household member is currently engaging in the illegal use of a drug
- If there is a reasonable cause to believe that a household member's illegal drug use or pattern of illegal drug use threatens the health, safety, or right to peaceful enjoyments of the premises by other residents
- If any household member has been convicted of drug-related criminal activity for manufacturing or producing methamphetamine on residential premises or if any household member has been convicted of the illegal manufacture or distribution of a controlled substance
- If any household member is subject to a lifetime registration requirement under a State sex offender registration program.
- If there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents

Criminal convictions for offenses that are violent, sexual related or property crimes will be considered for denial if the completion of sentence, whether adjudicated or not, occurred within the past 10 years of the rental application as these types of offenses potentially pose a threat to the health, safety or right to peaceful enjoyment of the premises by other residents.

All other felony convictions will be considered for denial if the completion of sentence, whether adjudicated or not, occurred in the past 3 years of the rental application.

Any applicant that is denied based on their criminal history is encouraged to present any mitigating factors or evidence of rehabilitation for consideration.

Lease Guarantor: We do permit the use of 3a Lease Guarantor (cosigner) in certain situations. Lease Guarantor/Cosigners must meet all criteria and cannot be responsible for any additional residential leases.

AGE: All heads of household must be at least 18 years old unless familial status applies.

OCCUPANCY: Maximum of two persons per bedroom plus a child under the age of 24 months old and who sleeps in the same bedroom with the child's parent, guardian, legal custodian, or person applying for that status.

ROOMMATES: All lease holders are responsible for the entire monthly rent payment and lease contract. All lease holders must sign and execute the lease contract.

****This community charges an administrative fee of \$50.00. This is due at the time of move-in. It will be used to cover administrative costs at the end of your residency. ****

****Please Note The Following****

Renters Property Damage Liability Insurance: All residents are required to show proof of property damage liability insurance before the time of move-in. This insurance policy must be of no less than \$100,000.00 and it must name Parkridge Place Apartments as an interested 3rd party. Please be advised that insurance must be kept on your apartment for the entire length of your residency.

Rental insurance can be purchased through any insurance company you choose, or you may use a liability waiver provided by Parkridge Place Apartments through Rener's Legal Liability. More information, will be provided to you upon rental application approval.

Water: You will receive a water bill to your mailbox monthly. This is due on the first of each month with rent. Our staff will take care of putting this bill in your name upon move in.

Electricity: Electricity service must be established in your name before our staff will release any keys to you on move in day. You can use any provider you chose. Please be advised, it can take 5-7 business days for an electric provider to start the electric service. We recommend completing the set up with a provider a week in advance of your move so that your electric will be on the day of move-in.

Pet Owners: You are allowed a maximum of 2 pets. Our community has a full-grown weight limit of 50 lbs. Exotic pets and/or "farm" animals are not allowed, this includes but is not limited to: snakes, lizards, mice/rats, tarantulas, etc. A one-

time non-refundable pet fee of \$300 and a one-time pet deposit of \$300 is required.

Aggressive breeds are strictly prohibited, regardless of weight. This includes but is not limited to: Pit Bulls, Chow Chows, Dobermans, Rottweilers, German Shepherds, Wolf hybrids, etc. This includes mixes of breeds deemed to be aggressive.

Our community's pet policy does not apply to Service Animals or Emotional Support Animals; ADA complaint documentation of this status will be required. All animals must be approved by management before they are brought into the home regardless of status.

Applicant Initials

EQUAL HOUSING OPPORTUNITY STATEMENT

We are pledged to the letter and spirit of the United States policy for the achievement of equal housing opportunities throughout the United States. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.

I have read and understood the above rental criteria

Applicant _____

Date _____

The Affordable Housing Program:

AFFIDAVIT OF RESIDENT'S ELIGIBILITY FOR CERTAIN UNIT TYPES: ANNUAL ADJUSTED GROSS INCOME MAY NOT EXCEED THE FOLLOWING:

NUMBER OF OCCUPANTS	VLI	LI
1	\$32,250.00	\$51,600.00
2	\$36,850.00	\$59,000.00
3	\$41,450.00	\$66,350.00
4	\$46,050.00	\$73,700.00
5	\$49,750.00	\$79,600.00



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Preferred Employer Program

Updated 4/1/24

If you are employed for one of our Preferred Employers you will receive a waived admin fee and your application fee will be credited back upon approval!

- Fire Department*
- Police Department/Sheriff's Deputy*
- Department of Family Protective Services*
- Metro Care*
- Abilene/Wylie/Jim Ned/Merkel ISD
- City of Abilene Employees
- Hedrick Medical Center
- Abilene State Supported Living Center
- Active-Duty Military
- Abilene Regional Airport
- ACU/HSU/McMurry/Cisco
- Ben E. Keith
- Pepsi /Coca Cola
- AT&T
- UPS/FedEx/USPS
- Blue Cross Blue Shield
- Texas Department of Criminal Justice
- New Horizons Foster Services
- U.S. Government
- TX State Employees

This addendum has been executed to acknowledge that the crediting back of the application fee and waiving of the \$50 admin fee will only occur if applications are approved and the lease is executed by all parties. If applications are denied or canceled, or if all parties fail to execute a lease, the application fee will not be credited.

Resident Signature

Date

Management Signature

Date

*Additional 5% rental discount