



Rental Requirements and Qualifications

Lease Holder (s) must be 18 years of age or older. All occupants aged 18 and over must complete an application. When submitting your application, please bring the following items with you: Two (2) most recent paystubs or valid proof of income for the past month and government issued ID. If required documentation is not provided, the application is considered incomplete and may be denied.

All applicants will be approved on the following criteria:

1. **INCOME:** Applicants are required to have a gross monthly income of at least 2.5 times the monthly rent for the unit. Income may be verified through one full month of paycheck stubs, three recent bank statements showing an average monthly balance equal to or exceeding the income requirement, certification from a financial institution, or a valid offer letter of employment. The use of tax returns as proof of income is not permitted. All income documentation must be reviewed for authenticity, and staff should verify employment or account status when necessary to ensure accuracy.
2. **EMPLOYMENT:** An applicant must have verifiable current employment and 12 months employment history or a verifiable source of income.
3. **IDENTIFICATION:** Applicants must present valid government-issued photo identification, such as driver's license, state identification card, passport, permanent residency card, U.S. military ID, or other comparable government-issued identification. All tenants that are not citizens of the United States are required to provide documentation demonstrating their legal status to reside in the United States that covers the duration of the lease term. Accepted forms of documentation include, but are not limited to:
 - a. A Form I-551 Permanent Resident Card (Green Card)
 - b. A form I-94 Arrival/Departure record showing lawful admission to the United States*
 1. It is also required that Form I-94 Arrival/Departure record be accompanied by a passport from the applicant's home country and valid visa stamp.
 - c. An employment Authorization Document (EAD)
 - d. Any documentation issued by the U.S. Citizenship and Immigration Services (USCIS) verifying lawful presence in the United States
4. **RESIDENCY / RENTAL HISTORY:** Two years verifiable residency on current/previous address with at least 12 months' rental or home ownership history.
5. **CREDIT:** A credit report will be processed on each applicant, and a credit scoring system will be used to determine approval utilizing information such as credit history, number and types of accounts, late payments, collection accounts, and outstanding debt.
 - a. **Security Deposit:** A Standard Security Deposit equal to 1-month's rent is required for all approved applicants at move-in. Conditionally approved applicants will require a security deposit equal to 2 months' rent at move-in.
6. **CRIMINAL:** A criminal background check will be conducted. Convictions involving violent crimes, property damage, or offenses posing a risk to health, safety, or property may result in denial of the application. The nature, severity, and recency of the offense(s) will be considered.
7. AN APPLICANT MAY BE DENIED FOR THE FOLLOWING REASONS:
 - a. Having unresolved debts to a current or previous landlord or mortgage holder, verified through credit report or landlord reference.
 - b. Having been evicted by a landlord for cause
 - c. Having a foreclosure within the past 12 months that directly impacts the applicant's ability to meet rental obligations, unless mitigating circumstances are documented.
 - d. Having filed for bankruptcy that is still pending and without a final order of discharge, unless there is verifiable proof of reestablished creditworthiness.
 - e. Providing false, incomplete, or misleading information on the rental application.
 - f. Credit history that fails to meet the community's established scoring or payment history criteria, after considering relevant mitigating factors.
8. **OCCUPANCY:** Two people per bedroom. Maximum number occupants per apartment:
 - Studio Apartment: 2
 - One Bedroom Apartment: 2
 - Two Bedroom Apartment: 4
 - Three Bedroom Apartment: 6

Note: A child or infant under twenty-four (24) months of age (including unborn children) at the time of leasing or renewing an existing lease will not be counted toward occupancy limits. Residents exceeding occupancy limits are not required to move to a larger apartment until the end of their current lease or renewal term.
9. IF A PROSPECTIVE RESIDENT FAILS TO MEET ALL OF THE CRITERIA LISTED IN ITEMS 1 THROUGH 3, THE FOLLOWING OPTIONS MAY BE AVAILABLE:
 - a. A guarantor may be used. **Guarantor must have U.S. residency.** The guarantor must complete an application, pay the application fee, meet all criteria, and must sign all required paperwork before the resident moves in.
 - b. Additional security deposit equal to two-months' rent at move-in.
 - c. Guarantors must make at least 5 times the monthly rental amount.



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RENTER'S INSURANCE: Upon move-in, residents are required to provide proof of valid renter's insurance and must maintain this policy throughout the entire lease term. The policy must cover your personal property and provide at least \$100,000 liability for damage to the apartment or building. Additionally, residents must maintain automobile insurance which provides the minimum liability coverage required under state law, as well as both collision and comprehensive coverage for damages to or theft of resident's car. Resident acknowledges that he/she has been advised to obtain renter's insurance and further acknowledges that CIM Management is not responsible for any personal belongings that are damaged due to disaster or incident that may occur in the apartment including but not limited to fire, storm damage, car damage, break-ins, flooding, roof leaks, and sewer backups. Residents further acknowledge that they are solely responsible for obtaining, making payment for, and maintaining coverage of renter's insurance during their occupancy.

PETS: Pets are prohibited unless applicants comply with the following regulations and obtain management's express written approval. Pet Agreement must be signed and followed. There are restrictions on the maximum number of pets permitted per home. To obtain more information contact a member of the leasing team. Pets must be commonly recognized as an accepted domestic pet. Pets must be spayed or neutered. Residents are responsible for having dogs always leashed and required to clean up after their pets. Residents are required to pay a one-time pet fee of \$300.00 and a monthly pet rent (per pet) in the amount of \$25.00 prior to the pet entering an apartment. Aggressive breeds are strictly prohibited.

Breed Restrictions are as follows: Tosa Inu/Ken, American Bandogge, Cane Corso, Rottweiler, Doberman, Pit Bull, Bull Terrier, Staffordshire Terrier, Dogo Argentino, Boer Boel, Gull Dong, Basenji, Mastiff, Perro de Presa Canario, Fila Brasileiro, Wolf Hybrid, Caucasian Oucharka, Alaskan Malamutes, Kangal, German Shepard, Shepard, Chow, Spitz, Akita, Reptiles, Rabbits and Pot-Bellied Pigs. Mixed breeds containing these bloodlines are also prohibited.

MOVE IN DATE: Your move-in date is an estimate of when the home will be ready based on the best available information. Circumstances out of our control include, but are not limited to construction delays, current occupant date changes, and pandemics, which may affect the date when the home can be occupied. Our office makes no guaranties about move-in dates and cannot be held responsible for delays or the unavailability of any specific home.

FAIR HOUSING STATEMENT: CIM Management, Inc. is committed to compliance with all federal, state, and local fair housing laws. CIM Group will not discriminate against any person because of race, color, religion, national origin, sex, familial status, disability, or any other specific classes protected by applicable laws. CIM will allow any reasonable accommodation or reasonable modification based upon a disability-related need. The person requesting any reasonable modification may be responsible for the related expenses.

Dishonored Payments: In the event of a payment being returned due to non-sufficient funds (NSF), or any other reason across all payment types, applicants will have 48 hours to resubmit the full payment plus a \$35 NSF fee. If the corrected payment is not received in full within this timeframe, the application will be canceled without further notice.

Cancellations: Administrative fees will only be refunded on denied applications. Fees will not be returned for cancellations and will be forfeited as liquidated damages. We reserve the right to cancel incomplete applications if all required items are not provided within 72 hours of application.

I hereby consent to allow CIM Management, Inc., as Property Manager through its designated representative and its employees, to obtain and verify my credit information for the purpose of determining whether to lease me an apartment. I understand that should I lease an apartment, CIM Group, Inc and its agents shall have a continuing right to review my credit information, rental application, criminal information, payment history and occupancy history for account review purposes.

Please sign that you have received a copy of this form and understand the criteria from which your application will be approved.

_____ Signature of Applicant	_____ Date
_____ Signature of Applicant	_____ Date
_____ Signature of Applicant	_____ Date
_____ Signature of Applicant	_____ Date
_____ Signature of Guarantor	_____ Date

_____ Signature of Applicant	_____ Date
_____ Signature of Applicant	_____ Date
_____ Signature of Applicant	_____ Date
_____ Signature of Applicant	_____ Date
_____ Leasing/Owner	_____ Date

