



Qualification Guidelines

Revised 9.26.2022

1. Applicant(s) must be at least 18 years of age or older and must have a valid government issued identification. Each person seeking to live in the apartment 18 years and over must apply.
2. Credit history, rental history, and criminal background checks will be run on applicants 18 years and over.
3. Verification of active employment/income is required: copies of two (2) months' most recent paystubs, W-2s, or an offer letter of employment (with a company letterhead indicating name of company, address, phone number, date of hire, position, wage, and contact person). Other income includes Social Security, pension, child support, alimony, etc.—with supporting documentation. Untaxed income provided via money-sharing apps like Venmo, PayPal, Cash App, Zelle, etc., is not an acceptable form of income verification.

4. Minimum income levels must be met:

Apt. type	Size	Monthly rent	Water+Trash (flat fee/mo)	Req. gross income/mo
Studio	440 ft. ²	\$899	\$35 = \$934	\$2,697
1 Bed 1 Bath	840 ft. ²	\$1,079 - \$1,179	\$35 = \$1,114 - \$1,214	\$3,237 - \$3,537
2 Bed 1 Bath	1050 ft. ²	\$1,229 - \$1,329	\$50 = \$1,279 - \$1,379	\$3,687 - \$3,987
2 Bed 2 Bath	1150 ft. ²	\$1,349 - \$1,449	\$50 = \$1,399 - \$1,499	\$4,047 - \$4,347
Town Home	1300 ft. ²	\$1,499	\$60 = \$1559	\$4,497
2 Bed House	1200 ft. ²	\$1,580	\$60 = \$1,640	\$4,740

5. Lease guarantors are allowed for income only—and solely for full-time students. Financial guarantors are required to gross five (5) times the base monthly rent in order to qualify, and full-time students must supply proof of full-time student status.
6. A Rental History form will need to be completed for current and/or past rental history (if applicable). More than three late payments in a two-year period may be cause for rejection.
7. The application fee of \$50 per applicant 18 years and over is non-refundable. Once we have made initial contact with you after you have submitted your application, Maple Place Apartments reserves the right to bypass your application if, after 72 hours, you have not submitted all required documentation to be considered for qualification.
8. Once approved, a 'good faith' holding fee of \$250 must be paid to 'Maple Place Apartments' within 48 hours of approval. This holding fee is non-refundable and will be applied to the first month's rent. In the event the applicant fails to enter into a lease, the holding fee will be forfeited. Security deposit is either one (1) or one-and-a-half (1.5) month's rent (pending the screening report). A one-time \$125 administration fee will be charged at move in.
9. Resident is responsible for all utilities, and a water+trash flat fee will be added to rent each month.
10. Only one vehicle per licensed driver is allowed.
11. Two (2) licensed pets are allowed per household. Dogs and cats must be up to date on vaccinations, and proof of vet records and a photo of each pet is required. Rent will include an additional \$30 fee per month per pet, and a \$300 non-refundable one-time pet fee is due at move in. Breed restrictions apply. A pet addendum will be attached with your lease.
12. Renter's insurance is required with a minimum of \$100,000 liability (upon move in).