



## Qualification Guidelines

Revised 02.06.2023

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). Overtime is not an acceptable form of income. 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:

Style	Size	Monthly rent	Water+Trash/mo	Req. gross income/mo
Studio (apt)	440 ft. <sup>2</sup>	\$949	<b>\$35</b> = \$984	\$2,847
1 Bed 1 Bath (apt)	840 ft. <sup>2</sup>	\$1,149 - \$1,249	<b>\$35</b> = \$1,184 - \$1,284	\$3,447 - \$3,747
2 Bed 1 Bath (apt)	1050 ft. <sup>2</sup>	\$1,299 - \$1,399	<b>\$50</b> = \$1,349 - \$1,449	\$3,897 - \$4,197
2 Bed 2 Bath (apt)	1150 ft. <sup>2</sup>	\$1,449 - \$1,549	<b>\$50</b> = \$1,499 - \$1,599	\$4,347 - \$4,647
Townhome (orig.) - 2B 1.5B	1300 ft. <sup>2</sup>	\$1,700	<b>\$85</b> = \$1785	\$5,100
Townhome (std.) - 2B 2.5B	1211 ft. <sup>2</sup>	\$2,400	<b>\$85</b> = \$2,485	\$7,200
Townhome (prem.) - 2B 2.5B	1258 ft. <sup>2</sup>	\$2,500	<b>\$85</b> = \$2,585	\$7,500
Townhome - 3B 2.5B	1461 ft. <sup>2</sup>	\$2,900	<b>\$85</b> = \$2,985	\$8,700

5. A Rental History form will need to be completed for current and/or past rental history (if applicable).
6. The application fee of \$60 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.
7. Once approved, a 'good faith' holding fee of \$250 must be paid to 'MT Apartments, LLC' 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 equal to one (1) month's rent; pending credit, an additional deposit may be required. A one-time \$125 administration fee will be charged *upon move in*.
8. Only one vehicle per licensed driver is allowed.
9. 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 and weight restrictions apply.
10. Renter's insurance is required with a minimum of \$300,000 personal liability coverage and must have proof of coverage upon move in.