



## The Quarters at Cambridge Statement of Rental Policy

**We are an Equal Opportunity Housing Provider.** We fully comply with the federal Fair Housing Act and any state and local laws. We do not discriminate against any person based on race, color, religion, sex, handicap, familial status, or nation origin.

**Apartment availability policy:** Apartments become available only when they are ready to rent. A vacant apartment will not be deemed available until it has been cleaned, repainted, and prepared for a new resident. We may pre-lease a unit with no guarantee of availability date. We update our list of available units depending on the make-ready workload.

**Occupancy guidelines:** The Kansas Residential Landlord and Tenant Act states, that there are to be no more than two (2) persons per bedroom.

**Application process:** We evaluate each application in the following manner. You must submit a **complete and signed** application form along with **proof of income**, a **\$75 non-refundable application fee per adult**, along with a **valid Photo I.D.** *Applicants without a social security number will need to provide a valid passport and Visa with their valid driver's license.* The application will be screened for any pertinent information including a credit check, criminal background check, employment verification, and a rental reference check. We will rent available units in the order that the applications are submitted. **WE HOLD UNITS WITH AN APPROVED APPLICATION AND FULL \$400.00 SECURITY DEPOSIT FOR 30 DAYS. IF APPROVED, THE SECURITY DEPOSIT WILL NOT BE REFUNDABLE UNTIL MOVE-OUT.**

### **Prospective residents will have:**

- One year of verifiable employment will be required with a gross monthly income of at least 3 times the rental amount. If current gross monthly income does not meet the qualification, or we cannot verify one year of employment, we may require an extra deposit, co-signer/guarantor and/or first and last month's rent.
- Good and verifiable rental or mortgage history. No evictions. Late payments or complaints may be grounds for rejection.
- Landlord references will be checked. Negative history may be grounds for rejection.
- Reasonably good and stable credit. No current negative occurrences. Previously negative occurrences must be paid in full. No open collection accounts or P & L write-offs. Bankruptcies must be discharged for 2 years.
- No criminal history.
- All applicants must be 18 years of age or older.
- We require renter's insurance – proof of which needs to be turned in before move-in.
- **Any false information on application will result in automatic denial of applicant.**

**DEPOSITS ARE NON-REFUNDABLE UNLESS APPLICATION IS DENIED.**

Initial \_\_\_\_\_

Date \_\_\_\_\_