

# Stratford Place Apartments

151 Boone Street

Pensacola, Florida 32505

Phone: 850-432-7233 Fax: 850-432-2253

## **Statement of Rental Policy and Admission Standards**

This document contains our current rental criteria and nothing in these requirements shall constitute a guarantee or representation by Stratford Place Apartments that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect.

**Equal Housing Opportunity:** Stratford Place Apartments is an equal housing opportunity provider. We do not discriminate based on race, color, religion, national origin, sex, disability, familial status, place of birth, marital status, military status, age (provided the person has the capacity to contract), or ancestry.

**Visiting the Community:** All adult persons are invited to visit the community and view any apartments available for rent upon presentation of a Government issued photo identification.

**Availability:** Applications for apartments are processed on a first-come first-served basis, subject to the availability of the apartment type requested. An apartment becomes available when the Landlord has established a ready for occupancy date for apartments for which notice to vacate has been received. An apartment that was unavailable in the morning may become available later in the day.

**Waiting Lists:** Stratford Place Apartments does not maintain any waiting lists, and reserves apartments based on availability only. In the event that we do not have the type of apartment desired scheduled to be available for a prospective applicant's planned moving date, the applicant is encouraged to call our offices regularly in the event that notices may be received after the prospect's visit to our offices.

**Rental Applications:** Rental applications must be completed by each adult occupant. Omissions or falsifications may result in rejection or delay in your application or termination of a lease agreement. All persons who will be living within the household throughout the applicant's occupancy must be named in an application form submitted prior to their occupancy. If an applicant is accepted and changes in information provided in the initial application occur, any new occupant is required to submit an application to this office with an application fee. Additional/new applicants must be approved by the rental office prior to occupancy. A fully completed application, application fee, security deposit, two forms of identification for all applicants (one form being a Government issued photo identification), and employment/income verification documents must be received before an apartment will be reserved. The forms of identification must be those requested on the application form unless the applicant is not entitled to those forms

of identification. If an applicant is not entitled to the form(s) of identification requested on the application form, certain substitute forms of identification may be accepted.

**Qualifications:** In order for an application to be approved, the following criteria must be satisfied:

**Age Requirement:** Applicant(s) must be 18 years of age or older or have proof of emancipation.

**Occupancy Restrictions:** All applicants and other occupants (minor children) must be named on the lease contract. No more than two (2) occupants per bedroom.

**Income:** Applicants are required to have a monthly income such that the rental rate of the unit applied for does not exceed 33% of the gross household monthly income. Income from all members of the household can be considered. Applicants must provide one of the following as verification of income at the time that the application is submitted: 1) Three most recent pay check stubs or 2) Letter generated by employer(s) or 3) Employment Verification form applicant is provided by this office. Self-employed applicants must verify their income for the last two (2) years with prior year's tax returns. Income from other sources, including but not limited to alimony, child support, commissions, tips, interests, social security receipts, trust funds, dividends, etc. must be documented with copies of such documents submitted with the application, and this office must be able to verify such income. Full time students (12 credit hours or more) with a registration slip for the current school term may have assistance from family to be considered income, this assistance must be verified and identification from the family member providing the assistance must be presented.

**Past Housing History:** Positive rental or mortgage history for the previous two (2) years must be provided and verified. All histories must show timely payment and proper notice to vacate. Complete addresses and phone numbers must be provided. If a first time renter, Stratford Place Apartments may require additional security deposit funds be submitted.

**Credit Criteria:** Stratford Place Apartments utilizes a third party proprietary screening service that evaluates a number of different variables and categorizes all adult household members into the credit risk category of the lowest individual score. Credit risk categories include: minor, moderate, high, and severe. The credit history of all adult household members will be considered in processing the application. A severe credit risk category for any household member can disqualify an application. If an application is denied for credit history, the applicant will be informed of the reason for rejection and provided the name, address and telephone number of the agency from which the information was obtained. The applicant will not be told or shown the content of the credit report. All adults named on applications rejected for unsatisfactory credit are encouraged to obtain a copy of the credit report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application to this office.

**Criminal Background and Activity:** Stratford Place Apartments utilizes a third party screening service to provide criminal background information on all occupants listed on the application form. The application may be rejected for any of the following criminal related reasons: any

sex related conviction or for any of the following criminal related reasons that have occurred within the ten (10) years prior to the application date: any prostitution related conviction, any cruelty to animals related conviction, any crime involving weapons and/or physical violence toward others, any crime involving illegal entry, any crime involving damage of property, any illegal drug or controlled substance related felony conviction, any terrorism conviction, any of the prior listed activities resulting in probation with adjudication withheld, any felony conviction with incarceration pursuant to conviction with a release date within the 5 years prior to the date of application. By signing this agreement, the applicant agrees that they shall not allow anyone to reside within the apartment during their occupancy who has been convicted of or had adjudication withheld for any of the previously listed criminal activity. Applicant agrees that Stratford Place Apartments may terminate any lease agreement that is entered into if it ever comes to the attention of Stratford Place Apartments that anyone residing within the apartment has been convicted of or been placed on probation with adjudication withheld for any of the criminal activity listed herein at any time prior to becoming an occupant or after becoming a Tenant of the Stratford Place Apartment Community.

**Sub-Letting or Assignments:** Sub-letting or assignments of apartments is not permitted.

**Application Fee:** A non-refundable application fee of \$30.00 per adult named on the application will be paid for verification of information, criminal background check, and credit report processing. An additional fee of \$30.00 will be required for each adult applicant who takes occupancy during residency.

**Security Deposit:** A \$200.00 (two-hundred dollar) security deposit must be submitted with each application for residency. Applicants who receive a moderate credit risk score will be required to submit extra security deposit. Applicants who receive a high credit risk score will be required to submit a maximum security deposit. Additional security deposit funds would be required to be submitted before criminal background and past housing history factors will be evaluated in the application process. If for any reason management rejects the application, management will refund the security deposit in full. Deposit refunds may be returned in the form in which they are received or by mail, depending on whether or not a bank deposit has been made and if the applicant returns the receipt that was issued for the deposit to this office. Deposits refunded by mail will be returned to the address given on the application within 15 days after the application is declined. Applicants will be given a 72 hour grace period for withdrawal of the application. After this 72 hour grace period, if the applicant fails to occupy the premises on the agreed upon date or cancels the application, management will retain the security deposit. If there is a delay due to construction or the holding over of a prior resident, the applicant will not be penalized.

Applicant(s) agrees and acknowledges that they have read and understood this statement of rental policy and admission standards and shall abide by the decisions of management regarding these matters. This statement shall become an addendum to any lease agreement that is entered during the applicant's residency within the Stratford Place community. This document shall survive the execution of a lease and related documents.

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Applicant      Date

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Managing Agent      Date

SP 0022 (Revised 5/21/09)