

Rental Criteria

Resident Screening Criteria

It is our policy to conduct business in accordance with the Federal, State and local Fair Housing Laws. It is our policy to provide housing on an equal opportunity basis to all persons regardless of race, color, religion, sex, national origin, handicap or familial status.

Purpose of this Document

We offer the following information so that all applicants will have available to them a detailed statement of the rental qualifying policies. We have attempted to make this document easy to read and understandable. However, by its nature as a statement of policy, it includes formal language and legal terms. If you have any questions about our policies or about the information in this document, please contact any of our management team.

Important: Rental Application Fee is Non-Refundable

The rental application fee of \$30.00 is non-refundable. Because there are no exceptions, it is important that you review this document carefully before submitting an application, making certain that, to the best of your knowledge you meet the rental qualifications stated.

How to Apply to Rent an Apartment

If you wish to apply for an apartment, you must complete and sign an application, pay the non-refundable rental application fee and earnest money. Income, credit and rental history will be verified. After approval, you must take occupancy and pay rent within seven (7) days unless an advance lease has been previously arranged. If the apartment of your choice is unavailable or you cannot take occupancy and pay rent within the allowed time period, you will be placed on a waiting list. You cannot go on a waiting list without earnest money.

Applications

Applications are available by downloading from our website, by mail, or may be picked up at our office. All adults occupying an apartment must be tenants on the lease; and all occupants of any age must be listed on the application. Income verification, credit history for all applicants and rental history will be investigated and verified. False information provided on an application immediately disqualifies an application for approval.

Photo Identification

At the time of approval, you will need to show valid photo identification. This can be state or federally issued. Acceptable identification includes a driver's license, passport, and/or state-issued photo identification card. The request for photo ID is solely for the purpose of verifying identification and no other purpose.

Income/Employment

Gross income must be three and one-half (3 1/2) times the monthly rental rate. Applicants must provide proof of current employment. If you have changed employment within the past six (6) months, you must provide verifiable previous employment information. Salary must be verified with employer or by copies of three (3) months check stubs. If more than one income is to be considered, then the following applies: if there are two incomes, each must qualify to 70% of the rental rate; and if three (3) incomes, then each must qualify to 50% of the rental rate. All additional sources of income must also be verified. If you are self-employed or retired, you must provide proof of income by furnishing copies of federal income tax returns and/or other verifiable documentation acceptable to us. Applicants must be continuously employed for 12 months immediately preceding application in order to be considered.

Credit History

1. Applicants with established credit must have: a) Reported activity on at least two (2) installments or revolving accounts that have been opened for a minimum of six (6) months. b) No more than one outstanding I-3 or R-3 or two I-2 or R-2 ratings.
2. There can be no judgments, tax liens, evictions, unpaid housing debt, or repossessions within a two (2) year period prior to application, unless paid, satisfied, or proof of satisfactory arrangements from the payment of same have been made.
3. There can be no bankruptcy within a 24 month (24) month period prior to application unless discharged. Credit must be reestablished to meet conditions set forth in Item #1 a & b.
4. Applicants with no established credit that meet the income criteria and the rental history criteria may be approved under some circumstances.

An extensive, negative credit history is grounds for the denial of an application. In keeping with our policy of confidentiality and privacy, we do not discuss individual credit reports with an applicant. If you would like to discuss or dispute anything in your credit report, you will need to contact the credit bureau that made the report. At your request, we will provide you with the name and address of that credit bureau.

Mitigating Circumstances

At times, mitigating circumstances might allow an applicant that does not meet income or credit criteria to be approved. Poorly rated accounts with a zero balance, voluntary repossessions, and poorly rated accounts that are a result of a contested divorce are some examples of mitigating circumstances. Also, in some instances, if verifiable income is less than three and one-half (3 1/2) times the monthly rent rate, outstanding monthly obligations are minimal, and all other criteria are met, the applicant may be approved. A prepayment of the lease term or some portion thereof would be required. Approvals of these exceptions must be made by the managing partners of Yorktown Properties, L.L.P. A co-signer may be required under some circumstances. A co-signer must meet the same income and credit criteria as an applicant. Even with a co-signer, applicant must meet the credit criteria.

Rental History

Any negative rental history is grounds for the denial of an application. Negative rental history includes, but is not limited to, the following: NSF checks, late rental payments, noise complaints, unfulfilled lease term(s), eviction proceedings.

Vehicles

Only authorized vehicles are allowed and Lessee agrees that only vehicles listed on Lessee's application are so authorized. Vehicle is defined as an automobile, pick up truck, or small van that is specifically for personal use. Large commercial trucks, tractor trailer trucks, mobile homes, recreational vehicles, boats, jet-skis, three/four wheel ATV's, trailers and vehicles that have been altered such as "big wheels" and the like are not considered acceptable. With the exception of reserved parking for the handicapped, parking is not assigned or reserved except where there is a garbage area.

All vehicles of the Lessee, his guests, agents or invitees in the parking area shall be operable and shall bear a current license plate. Vehicles shall be parked only in the paved areas provided for parking. The lease contains more information concerning vehicles and the parking of vehicles.

Pets

For the comfort and safety of all our residents, there are restrictions regarding the type, size and number of pets that will be accepted on the property. You must be able to show proof that pets have received appropriate vaccinations. A non-refundable fee is required as well as a monthly rental charge for each pet. We reserve the right to reject any pet(s) and/or consent for housing a pet at any time. The lease contains more information concerning the [Pet Policy](#).

YORKTOWN PROPERTIES, L.L.P. d/b/a YORKTOWN COMMONS APARTMENTS

1625 Hargrove Rd. E ~ Tuscaloosa, AL 35405

(205) 507.4656 ~ FAX (205) 507.4647

Web: www.yorktowncommons.com ~ Email: yorktowncommons@comcast.net

APPLICATION FOR RESIDENCY

Earnest Money \$300.00 (per roommate) Application fee \$30.00 (per roommate) must be separate checks

APPLICANT: _____ DATE OF BIRTH: _____
LAST FIRST MIDDLE MM/DD/YY

DRIVER'S LICENSE NO. _____ STATE _____ SS# _____

CO- APPLICANT: _____ DATE OF BIRTH: _____
FIRST MIDDLE MAIDEN MM/DD/YY

DRIVER'S LICENSE NO. _____ STATE _____ SS# _____

OTHER PERSONS WHO WILL OCCUPY UNIT:

Name	Age	Relationship	Name	Age	Relationship
_____	_____	_____	_____	_____	_____

RESIDENT'S HISTORY:

PRESENT ADDRESS: _____
STREET ADDRESS CITY STATE ZIP CODE

LANDLORD _____ ADDRESS _____

LANDLORD PH. NO () _____ LANDLORD FAX NO () _____

HOW LONG? _____ MONTHLY PAYMENT _____ REASON FOR MOVING _____

PREVIOUS ADDRESS: _____
STREET ADDRESS CITY STATE ZIP CODE

LANDLORD _____ ADDRESS _____

LANDLORD PH. NO () _____ LANDLORD FAX NO () _____

HOW LONG? _____ MONTHLY PAYMENT _____ REASON FOR MOVING _____

HAVE YOU EVER BEEN DENIED A LEASED PREMISE OR EVICTED FROM A LEASED PREMISE? _____

IF YES, EXPLAIN _____

HAVE YOU EVER BEEN CONVICTED OF OR PLEADED GUILTY OR "NO CONTEST" TO A FELONY, OR A MISDEMEANOR INVOLVING SEXUAL MISCONDUCT (Whether or not resulting in a conviction)? _____

IF YES, EXPLAIN _____

EMPLOYMENT INFORMATION:

PRESENT EMPLOYER: _____ POSITION: _____

ADDRESS: _____
STREET ADDRESS CITY STATE ZIP CODE

PHONE NUMBER: () _____ SUPERVISOR: _____

LENGTH OF EMPLOYMENT: _____ GROSS MONTHLY SALARY: _____

CO- APPLICANT'S EMPLOYER: _____ POSITION: _____

ADDRESS: _____
STREET ADDRESS CITY STATE ZIP CODE

PHONE NUMBER: () _____ SUPERVISOR: _____

LENGTH OF EMPLOYMENT: _____ GROSS MONTHLY SALARY: _____

OTHER INCOME: SOURCE: _____ AMOUNT: _____

YORKTOWN COMMONS APARTMENTS APPLICATION FOR RESIDENCY

VEHICLE INFORMATION: (LIST ALL VEHICLES TO BE PARKED ON PREMISES)

ONE VEHICLE LIMIT UNLESS APPROVED BY MANAGER

COMMERCIAL TRUCKS/VANS AND ALTERED VEHICLES ARE NOT ALLOWED

YEAR & MAKE: _____ COLOR: _____ LICENSE PLATE NO. & STATE: _____

YEAR & MAKE: _____ COLOR: _____ LICENSE PLATE NO. & STATE: _____

PERSON TO NOTIFY IN CASE OF AN EMERGENCY:

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____
STREET ADDRESS CITY STATE ZIP CODE

DAY PHONE # () _____ NIGHT PHONE # () _____

CELL PHONE # () _____ OTHER PHONE # () _____

DO YOU HAVE A PET? YES () NO () SIZE _____ LBS. SPECIES _____

APPLICANT HAS DEPOSITED HERewith THE SUM OF \$ _____ THE RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED. THIS APPLICATION IS MADE WITH THE UNDERSTANDING THAT IT IS SUBJECT TO ACCEPTANCE BY THE LANDLORD. THE APPLICANT AGREES THAT HE SHALL NOT HAVE ANY RIGHT TO OCCUPY ANY OF THE PREMISES OF THE LANDLORD UNTIL THE EXECUTION BY THE APPLICANT AND BY THE LANDLORD OF A WRITTEN LEASE OF A PARTICULAR APARTMENT. THE APPLICANT AGREES THAT THE AFOREMENTIONED EARNEST MONEY IS NOT A RENTAL PAYMENT AND WILL NOT BE APPLIED TOWARD ANY RENTAL PAYMENT. THE APPLICANT FURTHER AGREES THAT IN THE EVENT THE APPLICATION IS APPROVED (THE APPROVAL AND THE TIME THEREOF BEING IN THE SOLE DISCRETION OF THE LANDLORD) AND THE APPLICANT FAILS OR REFUSES TO ENTER INTO THE CONTEMPLATED LEASE WITHIN SEVEN DAYS OF THE APPROVAL OF THIS APPLICATION, THE LANDLORD SHALL RETAIN SAID DEPOSIT AS LIQUIDATED DAMAGES COVERING THE COSTS OF TAKING AND PROCESSING OF THIS APPLICATION. IN THE EVENT THIS APPLICATION IS NOT APPROVED OR THE LEASE IS NOT EXECUTED FOR ANY REASON FOR WHICH THE LANDLORD IS RESPONSIBLE, SAID DEPOSIT WILL BE RETURNED TO THE APPLICANT. UPON EXECUTION OF THE CONTEMPLATED RENTAL AGREEMENT BY THE APPLICANT AND THE LANDLORD, SAID DEPOSIT SHALL BE APPLIED TOWARDS THE DEPOSIT REQUIRED IN SAID RENTAL AGREEMENT.

The above information is correct to the best of my knowledge and I understand that any false information will disqualify this application and I will forfeit all earnest money. It is understood that the above information will be held strictly confidential. I authorize Management to verify the information provided in this application by making the following inquiries: 1) Verification of wages and salary information. 2) Verification of previous places of residence, including payment history and any other pertinent information. 3) A current credit inquiry through the Credit Bureau and/or other references listed on the application. I understand that if the information received from the above listed inquiries does not fall within the guidelines of the Rental Procedures and Rental Criteria as established by the Management, that my application may be denied.

APPLICANT(S) SIGNATURE(S) _____ DATE _____

CONTACT NUMBER: () _____ Email: _____

THIS APPLICATION HAS BEEN REVIEWED, AND IS (IS NOT) APPROVED. _____

MANAGER'S SIGNATURE _____ DATE _____ DOC. REV 7/8/09



"We are an equal housing opportunity provider. We provide rental housing without discrimination on the basis of race, color, religion, sex, physical or mental handicap, familial status, national origin, or other protected classes."

YORKTOWN COMMONS APARTMENTS

1625 Hargrove Rd. E. ~ Tuscaloosa, AL 35405

Phone: 205-507-4656 ~ Fax: 205-507-4647

Email: yorktowncommons@comcast.net

EARNEST MONEY AGREEMENT

1. We, the undersigned, have posted with Yorktown Commons Apartments, earnest money in the amount of \$ _____: said sum is in addition to the non-refundable application fee.
2. Said earnest money is evidence of our intent to rent the above described rental property.
3. **Should we fail to rent the property, we understand that we will forfeit the earnest money.**
4. Should Yorktown Commons Apartments not approve our application; the earnest money will be refunded to us. However, if our applications are approved, the earnest money will be applied to the Security Deposit for the lease of the described rental property.

FOR STUDENT APPLICANTS

5. We further understand that before we can rent said rental property, we must obtain a lease guaranty from either our parents or some other financially responsible individual.
6. We understand that it is our responsibility to obtain these guarantees, and that we have only ten days to obtain them. Should we fail to provide these guarantees within ten days, we will forfeit said earnest money.
7. We appoint _____ (phone) _____ as our representative. Should Yorktown Commons Apartments need to contact us; it is only necessary to contact our representative, who will keep us informed.

Executed this the _____ day of _____ 200_____.

Applicant signature: _____

Guarantor signature: _____

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ROOMMATE RENTAL POLICIES

1. Roommates are jointly as well as individually responsible for rent and other fees including, but not limited to, late fees and damages.
2. Collection actions may be taken against all tenants if either party does not pay charges in a timely manner.
3. If roommate moves out before the expiration of the rental agreement, rent must still be paid in full in order for the remaining resident(s) to continue to reside in the apartment. If rent is not paid, an eviction notice may be served naming all tenants as defendants.
4. If collection actions against the tenants prove unsuccessful, the Personal Lease Guarantors of all tenants may also be held responsible for charges incurred.
5. In the event that a roommate moves out, **WE DO NOT ALLOW SUBLEASING**; however a new roommate may be obtained, only with the remaining roommate's permission. Any prospective new resident must fill out the standard application and be approved for residency as well.
6. If a new roommate is obtained, rent must be up to date at the time of their approval **BEFORE** they move in. Security deposits will not be refunded until a new deposit is paid and we inspect for damages after the previous roommate has removed **ALL** of their possessions from the apartment. The original tenant may still be held accountable for charges not paid by the new resident until the end of the original term.
7. Roommates agree not to allow their boyfriends/girlfriends/life partners to take up residency in the apartment, encroaching on their roommates' privacy and right to quiet enjoyment of the premises.
8. If there is a disagreement between roommates including behavior, conflicting lifestyles, housekeeping, disturbances, or any other reason, you have the option to cancel your lease provided you give a thirty (30) day written notice. You are responsible for rent during the thirty (30) day period. All security deposits will be forfeited. The lease cancellation option fee must be paid by cashier's check or money order. Any damage to the apartment beyond normal wear and tear will be assessed after **ALL** tenants vacate the premises. Repair costs are due immediately.
9. All repair costs are equally divided between roommates.
10. **YORKTOWN COMMONS APARTMENTS, (LANDLORD), INCLUDING ITS MANAGING AND LEASING AGENTS AND ITS OTHER AGENTS, AND EMPLOYEES ARE NOT, AND WILL NOT BE, RESPONSIBLE FOR RESOLVING ROOMMATE DISPUTES.**

We, the undersigned, have read and understand the above stated policies regarding the roommate rental agreement. We agree to the terms and conditions set forth and understand the penalties of violating these policies.

Residents:	Apartment#: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
Guarantors:	Date: _____
_____	Date: _____
_____	Date: _____



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Employment Verification

I hereby authorize the release of the information requested on this form, and ask that it be given to Yorktown Commons Apartments.

Applicant signature

Date

EMPLOYER:

Name and address: _____

EMPLOYER

Telephone: _____ Fax: _____

The above individual has applied with us to rent an apartment.
Please complete the following and Fax back as soon as possible.

Name of applicant: _____

Applicant's address: _____

Please verify start date: _____

What is applicant's rate of pay? _____

How many hours do you expect applicant to work per week? _____

Continued employment status: _____

Other information:

Name (signature) of person completing form: _____

Position: _____

Thank You, Dawn Key, Property Manager