



## ROYAL OAKS APARTMENTS QUALIFICATION STANDARD

**Royal Oaks**, in accordance with the **Fair Housing Act**, pledges full compliance with regulations prohibiting discrimination because of race, color, religion, national origin, sex, familial status, or handicap. Applications for occupancy will be processed uniformly and equally for all prospective residents. To qualify for occupancy, the following criteria will be practiced:

### 1. INCOME

Proof of income must be submitted in lieu of a co-signor form. Gross monthly wages should be a minimum of 3 times the monthly rental rate. Liquid assets such as bank accounts, Social Security, other Government pensions and funds, retirement fund income, money market/stock accounts, student loans, scholarships or other verifiable liquid assets may be used in determining income.

A co-signor form may be submitted by the applicant's parent or guardian if they are not able to certify an accepted source of income as listed above.

### 2. RESIDENTIAL HISTORY

Previous residency must be verifiable. Any persons who were students living on campus or persons who were previously living with parents are acceptable if information can be verifiable. Rental History must be favorable with no more than two (2) late payments in a six-month period and/or no more than (2) non-sufficient fund checks in a twelve-month period. Previous home ownership with no more than one (1) late payment past thirty (30) days in a twelve month period, or previous home ownership (owned outright) without a mortgage is acceptable.

### 3. MAXIMUM OCCUPANCY:

One bedroom: 2 people (If 2nd person, an additional \$10 charge per month will be applied)

Two bedroom: 3 people

### 4. LEASE TERMS:

The lease term will be in twelve monthly installments unless otherwise agreed to by the manager.

### 5. PET POLICY

Pets will only be accepted with prior written approval of manager. If a pet is allowed there will be a limit of only one pet per apartment. Certain breeds of dogs and cats will be allowed and will require a one-time, \$350 non-refundable fee. Caged pets are acceptable with no fee with prior management approval. There will be an additional \$10 charge per month if a pet is allowed. (See Section 15 of lease agreement for additional information)

### 6. FEES

A \$35 Application Fee per person is required (married couples exempted due to joint credit status). The application fee is non-refundable. We will accept a personal check, money order, or payment through our online portal only.

### 7. UTILITIES:

Refuse pick-up, parking and pest control are included in the monthly rent. Cable, internet, electric, water and sewer are the responsibility of the resident. (See Section 6 of lease agreement for additional information)

### 8. RENTAL PAYMENT POLICY

Only total amounts due are acceptable. Rent must be paid through our online portal, with one personal check, money order, or a cashier's check for the full amount. No partial payments will be accepted. All late fees will be strictly enforced and must be added to the rent amount for the month due. If late fees are not added to the rent they will be deducted from your security deposit at move out.