



Qualification Acknowledgement  
As of 07/02/09

In order to assist you with you decision on your new apartment home, we are providing a list of guidelines used to quality residents for tenancy in our communities. Please note that this is our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by The Place that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided in our community prior to these requirements going into effect. Additionally, our ability to verify whether these requirements have been met is limited to the information we receive from various resident credit reporting services used.

Please review this information before filling out a Rental Application. Please note that if you apply to rent in our community, you will be expected to pay the following with your Rental Application:

- An Application Fee in the amount of \$40.00 which is a non-refundable fee per person. Any applicant over the age of 18 is required to fill out an application and be a lease holder.
- An Administration fee in the amount of \$75.00 which is non-refundable.

Photo ID is required from all parties over the age of 18 before touring the community.

**FAIR HOUSING STATEMENT:**

The Place at Westover Hills and the owner are committed to compliance with all federal, state and local fair housing laws. It is our policy to comply with all laws prohibiting discrimination, including those that prohibit discrimination based on race, color, national origin, religion, sex, familial status, or handicap.

**INCOME/EMPLOYMENT:**

To qualify without a guarantor, all persons applying for an apartment must have a verifiable source of income no less than two and a half (2.5) times the rental rate. The rental amount for this apartment is \$\_\_\_\_\_, therefore, your gross monthly income must be no less than \$\_\_\_\_\_, to qualify without a guarantor.

Acceptable evidence of income (provided for the most recent one (1) month includes, but is not limited to, current pay stubs or written verification on company letter head from an employer of the applicant's gross monthly income, bank statements, financial statements, proof of child and/or spousal support payments, proof of social security income, disability or other government income, or proof of retirement or trust fund income. We may also accept the most recent year's tax returns. All paycheck stubs must show year to date earnings.

**RENTAL HISTORY:**

Six (6) months of past rental history must be satisfied (i.e. rent paid on time, lease obligation fulfilled, residence left in satisfactory condition with no outstanding charges for damages). An apartment will not be rented to you if in the past three years, you have been evicted, skipped on an apartment, or otherwise have bad rental history or have more than one eviction. Less than (6) month's rental history may require an additional deposit or a guarantor.

**6200 Pershing Avenue  
Fort Worth Texas 76116  
817-377-9449 phone  
817-377-1712 fax**

**CREDIT:**

Credit report is based on a credit score-This score is verified through Credit Retrievers, and gives a recommendation of either: Approved, Low acceptance, Conditional Accept and declined. Any debt owed to another rental community must be paid in full and proof of payment must be provided prior to move in; Acceptance levels are as follow:

- Approved: Standard deposit of \$100
- Low accept: Standard deposit with a \$200 additional deposit
- Conditional Accept: Stand deposit with a \$300 additional deposit.

**GUARANTOR:**

A guarantor will be accepted for lack of credit or income. Guarantors will not be accepted as a substitute for lack of rental history negative rental history or criminal history. Guarantors are required to have a verifiable source of income in a gross amount no less than four (4) times the market rental rate. The rental amount for this apartment is \$\_\_\_\_\_, therefore, the guarantor’s monthly income amount must be no less than \$\_\_\_\_\_. Guarantors will be held responsible for the lease should the occupying resident default.

**OCCUPANCY:**

The maximum numbers of residents permitted to dwell in an apartment shall not exceed two (2) occupants per bedroom. The only exception to occupant limitations is anyone protected as familial status under Federal Fair Housing Guidelines. In this case, we will allow 2 persons per bedroom, plus one additional person in the apartment home, according to the size of the floor plan. For the purposes of this occupancy policy a “family” shall consist of the following persons: One or more individuals (who have not attained the age of 18 years) living with: (1) a parent or another person having legal custody of such individual or individuals; or (2) the designee of such parent or other person having such custody, with the written permission of such parent or other person. The term “family” shall also apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years.

If you are bringing a Rental Application to the office to be processed, bring your identification, (current Driver License or State Photo ID card) for all persons age 18 years and older. If you have indicated on your Rental Application that you are a Non-U.S. Citizen, you will be requested to complete a Supplemental Rental Application for Non-U.S Citizens.

**CRIMINAL HISTORY:**

An apartment will not be rented to you if you have been charged with a felony or a deferred adjudication for any felony involving violence, sexual offense, trafficking of drugs or any gang related offense, regardless of the length of time that has passed since conviction. An apartment will not be rented to you if you have been convicted of a misdemeanor(s) or unclassified(s) for the above same offense(s) in the last five years.

The Place at Westover Hills has established this criteria as a way of ensuring that each person who lives at The Place at Westover Hills has the same opportunity to enjoy their home and the amenities that the community provides.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature of Agent or Owner

\_\_\_\_\_  
DATE

**6200 Pershing Avenue  
Fort Worth Texas 76116  
817-377-9449 phone  
817-377-1712 fax**