



Application Qualification Procedures and Guidelines

Lyon Place at Clarendon Center does business in accordance with the Fair Housing Act. We provide equal housing and service for all people regardless of race, color, religion, national origin, sex, familial status, age or disability.

Occupancy Guidelines: The maximum number of persons allowed to occupy an apartment is equal to 2 persons per bedroom plus 1.

Credit Worthiness: A credit report will be secured for all applicants to verify account credit ratings. An acceptable credit report is required. Determination of acceptable credit will be based on five years of past credit history. Unacceptable credit reports reflect one or more of the following: any unpaid judgments, 30% or more accounts over 60 days past due, public records of default, accounts sent to collection and bankruptcies. Prior bankruptcies must have been discharged two years prior and the applicant must have reestablished acceptable credit. Applicants will be automatically denied residency if they have a negative mortgage history.

Income/Assets: The combined gross income of all leaseholders must be equal to or greater than forty (40) times the monthly rent. If you do not have an annual income, you must have liquid assetsequal to or greater than one hundred (100) times the monthly rent. Combinations of annual salary and liquid assets are also taken into consideration. Written documentation of income or assets must be provided to the leasing office within 48 hours of applying for an apartment.

Guarantor: A guarantor will be considered if the applicant has met all the application qualification standards with the exception of the income or asset criteria. **The guarantor must complete an application, meet all application qualification standards and provide proof of income in excess of sixty (60) times the monthly rent or liquid assets in excess of one hundred and fifty (150) times the rent.**

Criminal History: A criminal background check will be conducted for each applicant. The criminal search will be run for all addresses at which the applicant(s) has resided over the previous 24 months. The application will be rejected for any of the following reported criminal related reasons that have occurred within the ten (10) years prior to the application date:

- * Felony conviction
- * Any terrorist related conviction
- * Any illegal drug related conviction
- * Any prostitution related conviction
- * Any sex related conviction
- * Any cruelty to animals related conviction
- * Misdemeanor conviction involving crime against person or property
- * Any of the above related charges resulting in "Adjudication Withheld" and/or "Deferred Adjudication"
- * Active status on probation or parole resulting from any of the above

Reasons for not approving an application include, but are not limited to recent bankruptcy, insufficient income, criminal record, household size exceeding occupancy limits, falsification of the application information, and failing to provide qualifying information within 48 hours. **Lease must be signed within 5 days after application approval or application will be canceled.** All guidelines are made subject to the requirements of federal or local law as it may be amended from time to time.

Apartment Availability: The listing of available apartments to rent is updated as each apartment becomes available. This may occur at varying times throughout the day. Accordingly, available listing at business day start may differ from the available listing at business day end.

Apartment Transfer Procedures: You may transfer to other apartments within Lyon Place if you: (1) have completed the terms of the original lease; (2) have made no more than two, 30-day or less late payments in the prior 12-month period; (3) have not had legal action taken against you by Lyon Place in the prior three years; (4) re-qualify with verifiable updated salary and credit information, and (5) management has inspected your current apartment and it is judged to be in good condition. Application and Move-In fees required to reserve an apartment for transfer.





Rental Application

APARTMENT # _____ Size _____ MOVE IN DATE _____

APARTMENT RENT _____ MOVE-IN FEE _____ ONE TIME NON-REFUNDABLE

MONTHLY PARKING _____ PET FEE _____

1st Applicant's Name _____ SS# _____ DOB _____

Telephone Numbers: Home _____ Business _____ Cell _____ E-Mail _____

Present Address _____ City _____ State _____ Zip _____

Rent \$ _____ Own _____ Present Landlord _____ Telephone # _____

Present Employment _____ Position Held _____ Salary _____

How Long _____ Supervisor/HR Contact _____ Telephone # _____

Other Income Source _____ Amount _____

2nd Applicant's Name _____ SS# _____ DOB _____

Telephone Numbers: Home _____ Business _____ Cell _____ E-Mail _____

Address _____ City _____ State _____ Zip _____

Rent _____ Own _____ Present Landlord _____ Telephone # _____

Present Employment _____ Position Held _____ Salary _____

How Long _____ Supervisor/HR Contact _____ Telephone # _____

Other Income Source _____ Amount _____

Names of all other Occupants _____

Emergency Contact _____ Relationship, if any _____ Telephone # _____

Certification/Notification: Applicant represents that all of the above statements are true and complete, and hereby authorizes verification of the above information. In addition to the foregoing, applicants(s) has paid the sum of \$ _____ as a non-refundable fee for costs and expenses in checking applicant's credit and criminal history. Applicant acknowledges that false information herein may constitute grounds for refusal of this application, termination of right of occupancy and/or forfeiture of deposit and may constitute criminal offense under the laws of the state. Furthermore, applicant understands that an investigative consumer report including information about personal character including criminal records may be made.

Apartment Deposit Agreement: Applicant has deposited an apartment deposit of \$ _____ in consideration for owners' taking the dwelling unit off the market while considering approval of this application. If Applicant is approved by owner and the lease is entered into, the apartment deposit shall be credited to the required move in rent. If Applicant is approved, but fails to enter into lease, the apartment deposit shall be retained by the owner in consideration for the owner having taken the dwelling off the market. The apartment deposit will be refunded only if applicant is not approved or if applicant cancels within 48 hours after the date of this application. Applicant must provide all necessary documents (guarantor information, proof of income, etc.) within 48 hours or application will be canceled and the apartment deposit will be refunded. Applicants must sign their lease after five business days from the date that their application is approved. Keys will be furnished only after the lease and other rental documents have been properly executed by all parties and only after applicable rent have been paid.

This application is preliminary only and does not obligate the owner to execute a lease or deliver possession of the proposed premise.

Applicant's Signature _____ Date _____

Co-Applicant's Signature _____ Date _____

Saul Holdings Ltd Partnership Reps Signature _____ Date _____

Application Approved by _____ Date _____

