

## APPLICATION RENTAL CRITERIA

### Application Process:

- We review applications in the order received.
- We will provide a decision within 5 business days of receipt of the application.
- Application Fee must be submitted with application to begin processing.
  - \$20.00 per application. Non-married Co-applicants must each complete individual Rental Applications.
  - Forms of payment accepted are Cashier's Check, Money Order or Credit Card.
  - This is a non-refundable fee.

These items **must** be submitted with completed application to be considered:

1. Photo ID – (Driver's license, State Identification Card, Passport or Military ID) of all applicants.
2. Proof of Income - examples- pay stub, current tax records, bank statements or proof of unconditional loan or stipend by an A or above rated entity.
3. Application fee (outlined above)

### Requirements-

- Minimum monthly gross income that is 3 times the monthly rent substantiated by proof of income documents
- Minimum credit score of 700
- Photo ID – (Driver's license, State Identification Card, Passport or Military ID) of all applicants.
- Must show proof of income meeting our requirements for the six months prior to the application date or provide bank statement(s) with a minimum balance of \$5,000.00.
- Heads of household must be at least 18 years of age
- History of good housekeeping habits

Guarantors may be used in the event an applicant falls short in one of the above requirements. A guarantor must be processed completely and approved in all the above areas and must complete the Guarantor of Payment form within the Lease.

If application is accepted, payment of Security Deposit and First Month's Rent is due within 5 days of lease signing.

### Pet Policy

1. Cats are allowed at all properties and dogs are allowed at select properties.
2. Cats permitted who have been fixed and stay indoors only and many breeds of dogs are allowed with restrictions. Maximum of 2 pets per apartment.
3. Fees are as follows:
  - \$200.00 one-time non-refundable Pet Fee required
  - \$25.00 monthly Pet Rent charge per pet

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Thank you,  
Upstate Management of NY LLC