

RED OAK RANCH APARTMENTS
5601 Bell ~ Amarillo, TX 79109
(806) 353-1700 ~ fax (806) 353-0947

QUALIFICATIONS

APPLICATION FEE AND DEPOSIT:

Each applicant and Lease Guarantor must submit a \$35.00 nonrefundable application processing fee. All application fees and deposits must accompany the completed application and be paid in full before the application will be considered. The application fees and application deposit must be given in two separate checks or money orders. Anyone over the age of 18 years will be considered a responsible party and must qualify.

CREDIT HISTORY:

Your credit history must reflect very favorable activity with NO delinquent payments, collections, liens, judgments, bankruptcy, foreclosures, charge offs, repossessions, etc.

EMPLOYMENT AND INCOME:

- A) Your employer must be willing to verify over the phone 1) job title 2) rate of pay 3) length of employment. If current employment is less than six months the same applies with your previous employer.
- B) Applicant will provide written proof of employment that will verify job title, rate of pay, length of employment for the last year. This verification will be signed by the person responsible for verifying the information, along with a telephone number to verify signature.
- C) Applicant self-employed, or retired, will provide copies of last three bank statements showing monthly deposits, or a copy of the first page of most current tax return. Applicant agrees to provide this information within two (2) business days after submitting application.

NOTICE: Your gross monthly income must be equal to three times the rental rate of your apartment, four times for guarantor situations. You must provide proof of any other income such as social security, child support, disability dividends, etc. that you wish considered for qualification purposes.

RENTAL HISTORY:

You must provide the necessary information to verify a minimum of one year favorable resident history. Beginning with the most current **favorable** meaning you fulfilled your prior lease agreement obligations, and the previous landlord's would release to you again with no special provisions. Should your rental history be with a family member we may require you to provide copies of the last three rent checks or money order stubs. If you own your home and it does not appear on your credit history, we may also request copies of the last three mortgage payments. Prior evictions are grounds for automatic denial.

NOTICE: You may have a lease Guarantor for A) lack of resident history B) not enough income C) no established credit. Guarantor must meet guarantor qualifications.

GENERAL REQUIREMENTS:

- 1. You must be 18 years of age to enter a lease agreement.
- 2. No more than two occupants, or two occupants and one child under 6 months of age per bedroom at any residence.
- 3. \$100.00 deposit required for all one bedroom units, \$150.00 deposit required on all two bedroom units, and a \$200.00 deposit required on all three bedroom units.
- 4. Transferring into another unit will be allowed after the first six month lease is fulfilled.
- 5. **NO PET POLICY.** Pets are not allowed on property, even for a short visit.
- 6. When application is approved, you have 48 hours to back out and receive your Security Deposit back.
- 7. Conviction of a felony or sex related crime will be grounds for automatic denial.
- 8. A current government issued photo identification if required for everyone over the age of 18.

Red Oak Ranch has a no pet policy.

IMPORTANT INFORMATION: SHOULD WE BE UNABLE TO VERIFY ALL INFORMATION WITHIN THREE BUSINESS DAYS FROM THE DATE YOUR APPLICATION IS TURNED INTO THE OFFICE, WE WILL PLACE THE PROPERTY BACK ON THE MARKET AND TAKE OTHER APPLICATIONS. SHOULD THIS OCCUR ONLY YOUR SECURITY DEPOSIT WILL BE REFUNDED.

THE UNDERSIGNED HAS READ AND UNDERSTANDS THE QUALIFICATIONS:

X _____
Signature

Date

X _____
Signature

Date