



# The Crossings of Millbrook

## Statement of Rental Policy

Thank you for choosing **The Crossings of Millbrook**. In order for someone to establish residency within our community, we require that each **applicant** meet certain criteria.

Before you apply to rent an apartment, please take a moment to review our rental policy.

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### 1.) Occupancy Guidelines:

One Bedroom - 2 Occupants Maximum

Two Bedroom – 4 Occupants Maximum

Three Bedroom – 6 Occupants Maximum

**2.) Employment and Income Requirements:** Applicant must have verifiable employment with a monthly gross income of at least 3 times the amount of the rental rate. Self employed or retired applicants must provide a financial statement from a CPA or previous year's tax statement. Active duty military personnel must provide a copy of his/her LES and orders. Co-signors may be accepted only if income requirements are not sufficient.

**3.) Rental History:** Applicant must provide current verifiable rental history. An application will not be approved if there is any outstanding balance to an apartment community or mortgage company. All applicants must have an acceptable rental history with no prior evictions and history of default in lease obligations or community policies. Should you have a balance or if you failed to fulfill a lease contract with another apartment community, a written statement from the rental, management, or mortgage company will need to be provided stating the balance has been paid.

**4.) Credit Report:** Credit will be judged on a scoring system by RealPage, Inc. The scoring scale is subject to change at any time. In the event the credit scoring is not acceptable for full approval, the application may be conditionally approved with additional deposit and/or documentation.

**5.) Criminal History:** An application will not be approved if he or she has been convicted of criminal offenses involving, but not limited to, homicide, rape, robbery, assault, drug trafficking, and/or distribution of any illegal substance. This requirement does not constitute a guarantee or representation that residents or occupants residing within our community have not been convicted of a felony.

**6.) Security Deposit:** A security deposit in the amount of \$250.00 (0 for active duty military) will be required to hold an apartment for up to 30 days. The security deposit shall be refunded upon denial of application. If applicant cancels the application by written notice within 72 hours, a full refund of security deposit will be processed within 30 days of cancellation. If a cancellation occurs after 72 hours, or if applicant refuses to occupy the premises on the agreed upon date, the security deposit will be forfeited. Additionally, a \$50.00 non-refundable application fee, per applicant, is required to complete the rental application. The deposit must be paid in a separate check or money order from the application fee.

**7.) Pet Fee:** Only two (2) pets per apartment are allowed. There is a \$300.00 (for pets up to 40 lbs) and \$500.00 (for pets over 40 lbs) **non-refundable** fee to be paid upon any housing of a pet. Breed restrictions apply. The pet fee is due on the move-in date.

**8.) General Applicant Requirement:** All applicants must be at least 19 years of age. (18 if married)

**9.) Equal Housing Opportunity:** Title viii, section 804 of the Civil Rights Act of 1968 states that it is unlawful to discriminate against any person making application for rental housing, with regard to race, religion, color, sex, national origin, familial status or handicapped status.

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I have read and understand the rental policies of **The Crossings of Millbrook**.

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Applicant Signature

Date

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Co-Applicant Signature

Date

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Manager/Leasing Consultant

Date

