



AFFORDABLE APARTMENT RENTAL QUALIFICATIONS

It is the policy of Shea Apartments to offer equal housing to all people regardless of race, color, religion, sex, national origin, handicap status, familial status, or any other state or locally protected classification.

All applicants, 18 years of age and older, must complete a rental application and pay the applicable fees. The following qualifications will apply to each applicant:

Application Fee: \$20.95 per person (18 years and older). This fee is non-refundable.

Holding Fee: A holding fee of \$400 (1 bdrms), \$600 for (2 bdrms) or \$800 (3 bdrms) is due at time of leasing and non-refundable after 72 hours, unless applicant is denied. The holding fee is applied to total move-in charges (security deposit, rent, etc.).

Credit Report: Each application will be processed through the Shea Apartments approved credit screening company. Income, credit rating and other statistical data are used to evaluate the application. Below are the possible decisions:

- **Accept:** The application is approved at the base security deposit.
- **Accept with Conditions:** The application is approved with an increased security deposit. The increased security deposit will range from two (2) times the standard security deposit up to two month's rent.
- **Decline:** The application is declined and residency will not be considered.
- **Alerts:** If an Alert comes up as part of the decision, additional information and/or additional deposit may be required.

Criminal History Screening:

- All applicants (and current residents upon renewal, where applicable) that first meet our credit criteria, will also be screened for criminal history.
- We do not exclude individuals simply because of prior arrests.
- A conviction may not result in a denial of an application or lease renewal; consideration is given to the nature of the offense and the date of the conviction.
- A conviction for a felony sex offense, manufacturing or distributing a controlled substance, homicide, and registration on any sex offender registry will result in a denial.
- Applicants or current resident appearing on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control (OFAC), federal agencies (including the FBI or other state and local law enforcement agencies) will be denied. All applicants and current residents age 18 and over will be screened through the OFAC.

Guarantors: Sorry, guarantors are not allowed at APEX.

Monthly Rent, Income Requirement, Income Limits and Household Size: The total gross income required is 2.0 times the amount of the monthly rent though income cannot exceed the following Maximum Household Income limits:

All rental qualifications are subject to change without notice.

Revised: 7/6/2018

Rent:	2019 RENT		
	1 Bdrm	2 Bdrm	3 Bdrm
60% AMI			
NET RENT	\$977	\$1,161	\$1,331

2019 INCOME LIMIT (60%)						
1 person	2 person	3 person	4 person	5 person	6 person	7 person
\$39,000	\$44,580	\$50,160	\$55,680	\$60,180	\$64,620	\$69,060

Income limits and monthly rent amounts are subject to change without notice. Median income limits are updated periodically by the County of Douglas.

Occupancy Standards: Maximum two people per bedroom plus one additional person for the apartment. No more than three (3) occupants in a one bedroom, five (5) occupants in a two bedroom and seven (7) occupants in a three bedroom.

Previous Shea Apartments Residents: Previous residents of any Shea Apartments community are welcome to apply for rent at another Shea Apartments community but must have left the prior community in good standing. If the previous resident did not fulfill their original lease obligation, has unpaid fees or defaults or if they were not invited to renew their lease, they may be declined.

Renter's Insurance: Renter's Insurance is recommended but not required.

Satellite Dish: Satellite dishes are not allowed at Apex.

Security Deposits: Standard security deposits are \$400 for a one bedroom, \$600 for two bedrooms and \$800 for three bedrooms.

Smoke-free Community: APEX is a smoke-free community.

Vehicles: Parking is open throughout the property. Detached garages are available for rent on a first-come, first-served basis. No more than two (2) cars per apartment are allowed on the property.

PETS

Pet Restrictions: APEX Apartments will accept up to two indoor pets per apartment. Cats and dogs must be spayed/neutered, licensed and inoculated as required by local law for each animal. Resident must keep license and inoculations current within the local municipality. All other types of animals must be caged. Reptile and fish tanks cannot exceed 25 gallons without management approval. Tanks exceeding 25 gallons will only be allowed in first floor apartments. Animals trained to assist blind, deaf, or other disabled individuals are always permitted.

Dog Breed Restrictions: Dogs are restricted by breed and Shea Apartments does not allow any of the following breeds or any mix of the following breeds: Akita, Bullmastiff, Chow Chow, Doberman Pinscher, German Shepherd, Mastiff, Shar Pei, Rottweiler, Pit Bull Terrier including Staffordshire Terrier, Am. Staffordshire Terrier or Bull Terrier, Presa Canario or Wolf Dog.

Pet Deposits: Pet deposits are \$200 refundable plus \$200 non-refundable for one pet and \$300 refundable plus \$300 non-refundable for two pets. Pet deposits must be paid at or before move-in.

Pet Rent: There is an additional \$35 a month pet rent per pet.

All rental qualifications are subject to change without notice.

Revised: 7/6/2018

DOCUMENTS REQUIRED PRIOR TO RESERVING AN APARTMENT: To expedite the leasing and approval process, please gather and organize your income and asset related documentation for the head of household and other residents of the household earning income over the age of 18. This information would include but not limited to:

- a. Pay Stubs - including 3 most current consecutive pay periods
- b. Social Security benefits
- c. Separation Agreement/Divorce Decree (if applicable)
- d. Court Order for Child Support (if applicable)
- e. Adoption Papers (if applicable)
- f. Average 6 month checking account balance
- g. Savings account balance (if applicable)
- h. Retirement account information i.e. 401K, Pension or IRA (if applicable)
- i. Information regarding stock or bond positions (if applicable)
- j. Equity in real estate (if applicable)
- k. Documentation of income from annuities (if applicable)
- l. Information regarding an irrevocable or revocable trusts (if applicable)

Date: _____ Applicant: _____

