



## Turnberry Townhomes Resident Qualifying Information

Our credit policy is to thoroughly investigate everyone making application within a community managed by Latter & Blum Property Management, Inc. All financially responsible parties living in our apartment homes must be 18 years of age or older, qualify and sign a lease. Each applicant must qualify on his/her own ability and a picture ID will be necessary to verify applicant and addresses with the application. The following qualifications are to ensure uniformity in leasing standards to all applicants and compliance with local, state, and federal governmental regulations.

1. **Rental History** – Applicant must have 2 years verifiable present and past rental and/or mortgage history. Positive rental is no more than two late payments and no more than one paid NSF check within the 2-year period. In addition, the resident must have no resident problem issues with current or prior landlord. If an eviction was filed, the application is automatically declined.
2. **Employment / Income Verification** – We verify employment; name of employer; length of employment; any anticipated layoffs; gross salary. Your Gross Monthly Income must be **3.5** times the monthly rent. (to include a \$100 monthly variance). If unemployed, applicant must show proof of unearned income that meets required gross monthly income ratio. If self-employed, applicant must provide copies of immediate past (2) years IRS tax returns and current bank statements that supports income stated. If child support and/or alimony is to be considered as income to qualify, applicant must provide proof that child support has been received for the past six months and a copy of the court order to verify monthly amount awarded.
3. **Credit Report** – Applicant must have a good credit record with no late payments beyond 60 days. All credit must be rated acceptable per community guidelines. Should you have outstanding balances due on utilities and/or apartment communities, a receipt showing proof that all balances have been paid in full is necessary to be considered for residency. Applicants with less than positive credit records, discharged bankruptcy, repossessions, or first time renters may be considered with additional deposits and/or prepaid rent if approved by management.
4. **Non-U.S. Citizen** – Applicant must qualify based on Numbers 1-4 above in addition to providing a temporary social security number as issued for a temporary work visa. Applicant's passport must be inspected to verify the time spent in the US is consistent with the residency disclosed on the rental application. We reserve the right based upon our findings, to accept or reject your application.
5. **Background / Police (Check)**: All applicants 18 years or older residing at the community must have a Positive background. (This includes all lease holders and all occupants residing in the apartment.) A Negative background check will automatically disqualify an applicant. Positive Background is considered when: No record is found. All misdemeanor convictions will be evaluated based on merit of the case. Negative Background Check will automatically disqualify an Applicant. Includes any felony convictions or guilty pleas committed (includes 3<sup>rd</sup> offense or greater DWI convictions) – OR – Violent crimes such as murder, rape, armed robbery, and any sexual crime against children or adults committed at any time.
6. **Vehicle Parking** – All vehicles must have current licenses and inspection stickers as required by Louisiana Law. No unlicensed or inoperable vehicles allowed on the property. Each apartment is allowed 2 automobiles and must be owned by resident. No boat, RV, trailer, or commercial truck (more than 2 axles) storage allowed on the premises.
7. **Pet Approval** – No pets are allowed without management's prior written approval and payment of pet deposit and fee for each pet. There is a limit of no more than 2 pets allowed per apartment. Full-grown weight limits not to exceed 35 lbs and must meet all other Pet Requirements for approval.
8. **Occupancy Limits** – Number of occupants per apartment shall not exceed"
  - For 1 Bedroom – 2 persons
  - For 2 Bedroom – 4 persons

9. **Fees owed to Process Application** – Non-refundable application fee and administrative fee plus the security deposit must be paid with application in order to process for occupancy. Upon move in, a copy of all occupants 18 years or older driver’s license or state identification card will be made for the permanent file.

Disclaimer: All prospective residents are screened to meet the above qualifications based on information supplied by sources deemed reliable. There may be occasions wherein limited information is available or supplied for screening and events may have occurred since the application was obtained. We, therefore, do not warrant representation, that these qualifications are absolute for all existing residents. Management also reserves the right to offer residency to Corporate Companies. Corporate Companies may utilize an independent screening process in qualifying their occupants.

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Lessee

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Lessor

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

**\*If applying for residency via fax and / or mail, a copy of a federally issued picture ID  
Is required and all applications must be notarized**

