

# Lincoln Pointe Apartments

## Application Criteria

All applicants for residency will be processed through a credit-reporting agency. All responsible parties 18 years of age or older must complete and sign an application. Unauthorized occupants are strictly forbidden.

In reviewing the application, all or part of the following areas will be taken into consideration:

### 1. CREDIT

All credit status for the last 2 years will be checked through the appropriate Credit Bureau. The credit history must be free of any outstanding debt to previous landlords and creditors.

### 2. RESIDENT/ RENTAL HISTORY

The last 2 years resident/ rental history is required. All appropriate phone numbers and addresses, where this information may be **VERIFIED**, must appear on the occupancy application. All residents' history must be free of rental housing evictions, skips, and all delinquencies.

### 3. EMPLOYMENT INCOME

Applicants' local employment must be verified, including salary amount. Monthly rent cannot exceed 35% of the gross monthly income. Please provide official written documentation with the original application (acceptable forms include: offer letter for the new employment, recent pay stub from current employer, w-2 from most recent filing year, tax return from most recent filing year, or bank statements that will guarantee rental obligations for the entire lease).

### 4. CHECK WRITING HISTORY

Codes generated from the screening company must be acceptable.

### 5. CRIMINAL HISTORY

The criminal records of all household members over the age of 18 will be checked and reviewed for felony and misdemeanor offences. The information gathered as a result of this check would affect the approval of the application.

### 6. NON-U.S. CITIZENS

You must be able to provide documentation from the U.S. Immigration to verify legal entry and residency in the United States for the length of the lease term.

### 7. FEES

All application fees and security deposits are due and must be made payable with submission of the application. Please make all checks payable to "**Lincoln Pointe**". **Separate checks are needed for security deposits and application fees.**

Application Fee: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_

**Please take your time and fill out your application thoroughly to insure timely processing. Processing cannot begin until a completed application is received.**

We will also need copies of your: \_\_\_ Driver's License

\_\_\_ Proof of Income.

