

CLAUDET PROPERTIES

Qualification Guidelines

EQUAL HOUSING	Non-discrimination on basis of race, color, religion, sex, handicap status, familial status or national origin is the comprehensive policy of this company.
APPLICATION FEE	Before an application can be processed an "Application Fee" in the amount of \$35.00 is charged for each applicant 18 years of age or older. Application fees are non-refundable.
APPLICATION	An application must be completed by each adult applicant without omissions or falsifications. All applicants must be 18 or over to contract. If any individual applicant or occupant has been declined because of a criminal record, the entire application is considered declined and residency will be denied to all applicants and occupants. Claudet Properties will run your national criminal background check, but you must provide your local criminal background check in the Parish/County where you reside.
REFERENCES	You must provide rental (preferred) and / or credit references with all information completed on application. Rental references must include the landlords name and number. Credit screening is done through the 3 major credit companies. This process will show previous rental information among other information. Credit scoring is based on real data and statistics, so it treats all applicants objectively.
EMPLOYMENT	You must be on your job at least three (3) months. If you are in transition between jobs (less than a month of unemployment), you must provide proof that you were previously employed with a company for 3 months along with an original signed letter from your new employer on company letterhead stating that you have a confirmed position for employment and the amount of your salary.
PROOF OF INCOME	Your income must meet or exceed three (3) times the monthly rental amount. Each applicant must provide proof of income, which consists of at least 3 of your latest check stubs with year to date earnings, if employed more than 3 months. If employed 3 months, you must provide stubs for all three months with date of hire. If self-employed, W-2's, 1099's, or tax returns are required. Income such as Social Security, student funds, alimony, and child support will require reward letters, notices, legal documents, etc. along with bank statements and must be verified by management. Commissions and tips must physically show on your check stubs in order to be considered income.
RESIDENCY	Claudet Properties will deny any applicant on the basis of felony criminal conviction, guilty plea, or plea of no contest, without regard to the nature of the offense.
OCCUPANCY	Only two (2) occupants per bedroom.
NO CASH POLICY	No cash accepted for Rental or Security Deposit payments.
POSSESSION OF APARTMENT	Lessee will not be permitted to take possession of the apartment until all paperwork is completed and all monies due are paid in full.
RENTAL PAYMENT	The monthly rent is <u>due</u> on or before the first of each month.
SECURITY DEPOSIT	The security deposit must be made in the form of a money order, check or cashier's check once the application has been approved. We work on a first come first serve basis and do not hold apartments without a deposit. Approved applicant(s) is required to pay from the date the apartment is ready even if they do not plan to move in until a later date.
NO PET POLICY	Pets are <u>not</u> allowed. No visiting, sitting, or residing in any apartment! Evictions will be filed immediately, no exceptions!

Read and Accepted by:

Lessee _____ Agent for Lessor _____

Lessee _____ Date _____