



**TENANT OCCUPANCY AND SCREENING STANDARDS**

**Lucia Lane Apartments**

First Select Property Management is a fair housing provider. We do not discriminate against persons under the fair housing regulations. In order to process an application, it needs to be filled out completely and accurately. All applicants are required to meet the following criteria:

**1. Application Fees/Deposits**

Each applicant is required to pay a non-refundable application fee of \$40.00, per person. An additional fee of \$30.00 will be required for each applicant that has lived out of Minnesota within the past 10 years. This is for an out of state criminal search. In the event a co-signer is required, the fee for processing a credit/income search is \$20.

The pre-lease deposit is \$400 is required at the time of applying. This amount will be applied to your security deposit upon acceptance. In the event that your application is denied, the pre-lease deposit will be refunded to you.

The standard security deposit to be paid is equivalent to one month's rent. It can be higher than one month's rent. A maximum of two cats will be accepted, with a \$200 pet fee for each pet. Half of the total pet fee is non-refundable. An applicant is required to provide a picture of their pet(s) and all pets must be neutered or spayed and provide documents verifying this.

**2. Rental/Housing Verification**

Each applicant with at least 2 years of verifiable prior rental/housing history will meet our criteria. References from relatives, roommates or friends are not deemed valid. If an applicant does not have 2 years of rental/housing history, a rental application may be considered with an additional deposit. Management may consider a co-signer agreement for first time renters and/or students.

**Valid Government-Issued Picture ID & Social Security Card Verification**

All applicants over 18 years of age will be screened and are required to provide a government-issued photo ID, proof of citizenship or government documentation authorizing you to work or live in the United States. Visual verification must be provided at the time of applying.

**3. Minimum Income**

The gross monthly household income needs to be at least 2-1/2 times the monthly rent. Upon applying, an applicant must provide original pay stubs. Income from all sources will be considered and must be verifiable, reliable and predictable. If an applicant has insufficient income, a rental application may be considered with a co-signer or an additional deposit. The co-signer is required to have a gross monthly household income of at least 2-1/2 times the monthly rent and their credit history needs to be in 'good standing'.

**4. Maximum Occupancy Limits**

These limits include adults and children

Apartment

1 bedroom - 2 persons

Choose Bedroom

2 bedroom - 4 persons

Choose Bedroom

**Other Potential Reasons for Rejection**

- Incorrect information provided
- Attitude-if applicant is rude or argumentative
- Poor credit history
- Unverifiable information or references
- Prior evictions or history of problems with prior landlords/residents
- Criminal history

**Processing Time**

All information must be verified and deposits provided before an applicant will be accepted. This normally takes 2 – 5 working days, depending upon how quickly your rental history and employment reference respond. We may accept your application under more stringent terms when there is a lack of credit or rental history. All other criteria MUST be met for an application to be accepted. You will be notified by mail of our decision within 10 working days after submitting your application. First Select Property Management utilizes a resident screening service and if you have a question regarding the information reported to First Select Property Management about your report, all inquiries can be directed to Rental Research 7525 Mitchell Road, #301 Eden Prairie, MN 55344 at 952-935-5700 or Toll Free 1-800-328-0333.

I have read and understand the above tenant occupancy and screening standards.

\_\_\_\_\_  
**Applicant's Printed Name**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**