

**CRESTWOOD APARTMENT HOMES  
RENTAL AND OCCUPANCY CRITERIA  
525 COMMERCE STREET  
AZLE, TEXAS 76020  
PHONE: 817-444-0030  
FAX: 817-444-4808**

**Please read the Criteria in it's entirety to fully understand our application process.**

After completing the application and submitting the \$35.00 nonrefundable application fee, a separate check or money order of \$300.00 for the Application Deposit and \$25.00 Administrative Fee, the home will be held off the market until the application is processed. This usually happens within 24 hours (depending on the accessibility of your references). You will be notified immediately if it is approved or disapproved. If disapproved your deposit will be refunded and the apartment immediately placed back on the market. Upon notification of approval the deposit immediately becomes nonrefundable if the potential resident does not move in. After move-in, it becomes the damage deposit on the apartment. A property will be held rent free for no longer than one week, no exceptions.

\*\*\*Crestwood Apartment Homes does not discriminate on the basis of race, color, sex, religion, national origin, handicap, or familial status.

\*\*\* A rental application must be completed by every applicant and occupant who is over the age of 18 (each must have federal issued driver's license or state identification card). We reserve the right to discontinue the verification process of application once negative information is found on either the credit report or through other references given by the applicant.

\*\*\* The employees who work for Crestwood Apartment Homes represent the owner of the properties that they manage in all.

**Qualifications:**

**Residency:** A two year minimum residential rental history is required which must provide evidence of satisfactory payment and sufficient notice of lease termination. Foreclosures filed within the last two years are considered derogatory rental history. Mortgage verification will require six months of prompt payment or written verification from the mortgage company, if not reported on the credit bureau report. First time renters may have a lease guaranty if all other criteria have been met.

**Employment:** You must be currently employed and/or provide additional source(s) of verifiable income that meet property income requirements. New employees, as well as previous employees, must be verifiable if moving from another city.

**Income:** All of your income must be verifiable and the total combined incomes in the household must be equal to at least three times the amount of monthly market rent. Allowances from parents, scholarships, study subsidies, and any other inconsistent incomes such as alimony and child support are not considered verifiable income. All banking information submitted is subject to verification.

**Credit:** Your credit report will be reviewed; the majority of all credit that you have must be current and in good standing with each creditor. Any outstanding residential rental debt is unacceptable. Any bankruptcies filed within the last two years will not be accepted. This community uses an empirically derived, statistically sound, credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit report contains information about you and your credit experiences such as your bill-paying history, the number and type of accounts that you have, late payments, collection actions, outstanding debit, and the age of your accounts. Using a statistical program, we compare this information to the credit performance of other applicants with similar profiles which allows us to predict how likely it is that you can pay your rent in a timely manner and fulfill other obligations. Based upon your credit score, your application can be accepted, accepted with conditions, or denied. If your application is denied or is accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies which provide your consumer information to us. Returned checks or application fees and deposits may result in denial of an application.

**Co-signer/ Guarantors:** Co-signers are accepted only if the rent to income ratio is not met. The co-signer must fill out an application and will be subject to rental mortgage verification, credit and criminal background checks. The co-signer will be required to provide proof of income of five times the effective rental payments.

**Criminal History:** Crestwood Apartment Homes will reject applicants with any felony convictions, adjudicated verdicts and/or pending cases, misdemeanors, current indictments or pending charges for drug related crimes, prostitution, firearms, or crimes against persons or property. This applies to all residents and occupants (As defined in chapter 481.000 of the State of Texas Health and Safety Code,) any past felony convictions will result in a declined application. In addition, any misdemeanor convictions in the past 7 years related to weapons, illegal drugs, crimes against persons or sex crimes will result in declined application. ALL registered sex offenders will be declined.

Other Items of interest to our potential residents:

**Pets:** Depending on each property and each owner, pets may be acceptable with a **Non- Refundable Pet Fee Of \$300.00**. No “vicious” dogs are allowed (i.e. Pit Bulls, Rottweilers, Dobermans, Chows, German Shepard’s etc.) All dogs and cats must be under 20 pounds for this Deposit. Large dogs over 20 pounds will require a **\$500.00 Non-refundable Pet Fee**. Large fish tanks over ten gallons and birds over five pounds require Renter’s Insurance. No undomesticated animals allowed. \$10.00 Per Pet Per Month Required for Pet Rent.

**Rent Payment / Late Payment:** Cash payments are not accepted. Rent is due on the first of each month. There is an initial late charge of \$50.00 for rent not received by the third of each month. An additional \$10.00 per day will be assessed until the balance is paid in full. A \$50.00 service charge is applied to all returned checks, plus late fees.

**Other Acknowledgments:** Neither the owner, the manager of the property, nor their employees, agents and representatives of Crestwood Apartment Homes shall provide security services to the resident’s pursuant to the lease. Protection for residents or resident’s guest from criminal activity is exclusively the responsibility of the residents.

## **ACKNOWLEDGMENT OF CRESTWOOD APARTMENT HOMES QUALIFYING GUIDELINES**

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I HAVE READ AND UNDERSTAND THE ABOVE STATED QUALIFYING GUIDELINES:

\_\_\_\_\_  
Prospective Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prospective Resident Signature

\_\_\_\_\_  
Date