

# **Burr Oak Woods Apartments**

## **Qualifications and Guidelines**

We take pride in our apartment community, its residents and our apartments. We actively seek good tenants to make their homes with us, and we strive to provide the best services we possibly can while they live in this community.

Screening applicants very carefully, we thoroughly verify all information provided to us on the rental application you complete and from other sources available to us.

The Screening and verification process is used for every applicant the same way – fairly, consistently, and uniformly. We work very diligently to observe both the spirit and the letter of the fair housing laws – not just because they are state laws, but because we sincerely believe, personally and as a company, in fair housing and equal opportunity in fair housing for everyone.

Please fill in your application completely and provide your legal form of Identification for security and verification purposes. If you do not provide us with complete information, we will not be able to process the application successfully. If there is any item on the application that you do not understand, please ask for assistance. If there is additional information that you feel may be of assistance to us, please let us know. We are here to be of service to you and to others seeking housing.

**Please also note the following qualifications that we require and restrictions that we enforce at our apartments.**

### **Qualifications**

Applicant must be at least 18 years of age.

Applicant must be at his/her present employer for at least 6 months.

Applicant must pass credit check and criminal background check.

Applicant *may* be considered with a co-signer:

Co-signer must be at least 25 years of age.

Co-signer must be at present employer for at least 1 year.

Co-signer must own property in Jackson County, MO.

Co-signer must submit a copy of driver's license.

Co-signer cannot be a current resident at B.O.W. Apartments

### **Restrictions**

One dog or cat is allowed in the apartment **ONLY** with specific, written permission and then, **ONLY** with an extra deposit and the monthly payment of pet rent. A photo of your pet **MUST** be provided. Furthermore, animals exceeding 30 lbs. will not be allowed.

No more than 2 persons per bedroom and NO water beds.

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**A \$25.00 non-refundable application fee is required to process an application.** This fee covers the cost of a standard credit and criminal background check and the application verification process that will be performed. An applicant who passes the screening criteria will be offered an apartment when a suitable one is available. An applicant who does not satisfy the screening criteria will not be accepted as a resident. All adults who plan to reside in the apartment are required to submit the application and provide two forms of identification, one with a photo. If asked to get a co-signer, another \$25.00 non-refundable fee is required for processing.

**PLEASE NOTE THAT IF YOU SIGN A LEASE THERE IS NO CANCELTION CLAUSE AVAILABLE TO EITHER YOU OR BURR OAK WOODS APARTMENTS.**

**NO CASH WILL BE ACCEPTED FOR DEPOSITS OR RENT BY BURR OAK WOODS APARTMENTS.**

By applying for an apartment at Burr Oak Woods Apartments, you acknowledge that the credit and criminal background check and other verifications will be performed, and you give your permission for us to do so.

A separate reservation deposit check in the amount of \$500, made out to Burr Oak Woods Apartments, must be paid at the time of application for management to reserve an apartment for you. The deposit is refundable in the event your application is not approved or if you cancel within 72 hours of placing the deposit. Please allow up to 30 days for any refunds. If you cancel your reservation more than 72 hours after placing it with a Burr Oak Woods Apartments agent, your deposit will be forfeited. If approved, the reservation deposit will be applied to the security deposit due.

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“I/We hereby authorize Burr Oak Woods Apartments to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I/We understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I/We understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension or collection, with respect or in connection with the rental or lease of a residence for which application was made. I/We hereby expressly release Burr Oak Woods Apartments, and any other procurer or furnisher of any information from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.”

Please sign and date this letter where indicated below, and give it to a member of the leasing staff. Additional copies are available if you would like to keep a copy for your files. Thank you for applying at Burr Oak Woods Apartments. We hope that you will be a long-term resident with us.

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

\_\_\_\_\_

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