



## Rental Approval Requirements

### INCOME

- Each applicant must gross in one month at least 3.5 times the monthly rent.
- Additional income may be used to calculate gross pay if that income is verified with tax documents and/or court ordered documents.
- Commission may be used if employer verifies in writing.
- Each applicant must qualify independently. Married applicants may combine incomes.
- Self-employed persons must verify income with tax documents.

### EMPLOYMENT+

- Each applicant must be employed or pay the full lease in advance or have other sources of verifiable income.

### CREDIT REFERENCES

- Each applicant should have positive established credit.
- If positive credit had not been established, an additional deposit, and/or increased monthly rental rate, and/or pre-payment of rent will be required based on screening information.

### CRIMINAL SCREENING

All applicants will be thoroughly screened for criminal activity. Misdemeanor convictions may result in denial of the rental application. **We absolutely will not accept anyone with a felony conviction.**

Please recognize that this requirement does not constitute a guarantee or representation that residents or occupants currently residing at Sussex Square have not been convicted of a felony. Our ability to verify this information is limited to the information made available by the resident credit reporting services used.

### RENTAL HISTORY

- Each applicant should have verifiable landlord history for at least one calendar year reflecting timely payments, satisfactory care of the premises and NO outstanding balances or reported lease violations of a disturbance nature.

### AGE

- All applicants must be 21 years of age and older.

### NUMBER OF OCCUPANTS

The maximum number of occupants for each apartment type is listed below:

1 Bedroom Apartment	2 People
2 Bedroom Apartment	4 People

ALL APPLICANTS ARE SCREENED THROUGH AN INDEPENDENT COMPANY.

**IN THE EVENT YOU ARE NOT SATISFIED WITH THE OUTCOME, PLEASE CONTACT:**



Rent Grow, Inc. dba Yardi Resident Screening  
 307 Waverley Oaks Road Suite 301  
 Waltham, MA 02452  
 Phone: 800-736-8476, x2



ANY VARIATION OF THE ABOVE GUIDELINES MUST BE APPROVED BY THE CORPORATE OFFICE AND MAY REQUIRE ADDITIONAL SECURITY DEPOSIT. WE ARE AN EQUAL HOUSING OPPORTUNITY SUBSCRIBER. WE WILL NOT DISCRIMINATE IN THE RENTAL OF HOUSING BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CREED, MARITAL STATUS, FAMILIAL STATUS, OR STATUS WITH RESPECT TO PUBLIC ASSISTANCE OF DISABILITY.