

**RESIDENT QUALIFYING CRITERIA
FOR DUNCAN PROPERTY MANANGEMENT, ALL IT'S AFFILIATES, CUSTOMERS AND
CLIENTS (CURRENT AND FUTURE) INCLUDING BUT NOT LIMITED TO:
Wooded Acres Apts, Greenbriar Apts, Village Walk Apts, Scotty's Rentals, Niwot, Woodberry Ltd, Woodberry II,
D D Investments, Ainsworth-Duncan Const.**

We are delighted that you are interested in leasing a dwelling in our apartment community. In order to help you in making your decision, we have listed below the criteria for qualifying as a resident with us.

1. A separate rental application must be fully completed, dated and signed by each applicant and all co-applicants. Spouses can complete one rental application.
2. The rental application will be reviewed when submitted so we'll have all information needed to determine your eligibility.
3. Each applicant must provide government photo identification and allow it to be photocopied. We require a driver's license and social security card or a document with social security number on it.
4. Applicants who are first-time renters or who do not have sufficient income under paragraph 6 below may qualify by having the lease guaranteed by a guarantor and/or paying a double deposit. The double deposit can be paid out in three months. The guarantor must have a gross monthly income of at least three times the monthly rent and must meet all other qualifying criteria. The guarantor must complete and sign a lease guaranty agreement. The lease may be guaranteed only by a relative or employer. Guarantors may be held responsible for the entire rent and other costs, such as damages, as long as you live at this property, even if you have roommates.
5. If applicant's family will be occupying the dwelling, the family size must be appropriate for the available apartment, i.e., no more than two adults per bedroom, in most circumstances. Our policy is two adults and one child under two years of age in each bedroom maximum.
6. Employment and monthly income must be verifiable. Total monthly income of all applicants must be three times the monthly rent.
7. Applicant(s) may be denied occupancy for the following reasons:
 - Falsification of application by any applicant
 - Incomplete application by any applicant
 - Insufficient income (total of all applicants)-income must be at least three times the amount of the base rent
 - Criminal History –including but not limited to arrest, charges, convictions, probation (if Resident Data LLC denies/rejects your background check you will not qualify)
 - Criminal History must be processed on any and all individuals 18 or older who will occupy or be a guest in the unit
 - Poor rental profile of any applicant (rental history reports are obtained).
 - Rental history of:
 - Non-payment or frequent late payments of rent
 - Eviction
 - Drug use
 - Poor housekeeping
 - Poor supervision of applicant's children
 - Unruly or destructive behavior by applicant, applicant's children or applicant's guests
 - Violence to persons or property by applicant, applicant's children or applicant's guests

We do not discriminate on the basis of race, color, creed, religion, sex, national origin, disability or familial status.

I ACKNOWLEDGE THAT I HAD AN OPPORTUNITY TO REVIEW THE PROPERTY'S RENTAL SELECTION CRITERIA, WHICH INCLUDES REASONS WHY MY APPLICATION MAY BE DENIED, INCLUDING BUT NOT LIMITED TO CRIMINAL HISTORY, CREDIT HISTORY, CURRENT INCOME, AND RENTAL HISTORY. I UNDERSTAND THAT IF I DO NOT MEET THE PROPERTY'S RENTAL SELECTION CRITERIA OR IF I FAIL TO ANSWER ANY QUESTIONS OR GIVE FALSE INFORMATION, THE PROPERTY MAY REJECT THE APPLICATION, RETAIN ALL APPLICATION FEES, ADMINISTRATIVE FEES, AND DEPOSITS AS LIQUIDATED DAMAGES FOR ITS TIME AND EXPENSE, AND TERMINATE MY RIGHT TO OCCUPANCY.

Applicant	Date	Applicant	Date
Owner's Representative	Date	Apt #/Address	

