

AUTUMN OAKS

APARTMENTS



Autumn Oaks Statement of Rental Requirements

- Equal Housing** We practice non-discrimination on the basis of color, religion, sex, handicap, familial status, sexual orientation, and national origin. We also comply with all state and local fair housing laws.
- Age Requirements** Persons choosing to enter into the lease agreement must be a minimum (21) years of age. All persons at least (21) years of age must qualify for an apartment on their own criteria, unless they are married to or a legal dependent of another applicant who is at least (21) years of age, which will be residing in the apartment. If applicants are married and one is under (21) years of age a marriage license will be required for verification. All occupants (21) and over must be listed on the lease agreement.
- Lease Term** Flexible lease terms may be offered, depending on availability. Current rental rates and concessions are subject to change at any time.
- Occupancy** Per the City of Manchester, there is a maximum number of residents that may occupy as apartment.
- | <u>Apartment Size</u> | <u>Maximum Number of Occupants</u> |
|-----------------------|------------------------------------|
| One Bedroom | Two (2) Occupants |
| Two Bedroom | Four (4) Occupants |
| Three Bedroom | Five (5) Occupants |
- Notice to Vacate** Residents vacating their apartment on or after their lease ending date must give a (60) day written notice to vacate. Once a resident gives their notice indicating they are moving out on their lease expiration date, that apartment is available to offer to new prospects. The availability of apartment(s) can change frequently depending on when we receive notices to vacate.
- Application Process** We consistently evaluate every apartment application in the same manner. In order to apply for an apartment, a rental application, a non-refundable \$30.00 application fee per person and the required security deposit must be received. You have 3 days from the date that the deposit was put down to cancel the application to get the security deposit back. Anytime after 3 days, the security deposit is non-refundable. To qualify for an apartment at Autumn Oaks the following criteria is taken into consideration.

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- **Income:** Gross monthly income must be at least three times the monthly rent. A Verification of Employment form must be completed and signed by the current employer. At least one year of employment history must be verified. Tax returns or pay stubs will be required if a relative is the employer or the applicant is self employed or retired. A guarantor can be authorized only if the original applicant's income does not qualify. The guarantor must reside in St. Louis Missouri and pass the same screening process as the applicant, except that we will deduct the grantor's own housing costs before applying his or her income to our income requirements for the original applicant. We will verify all sources of income.
- **Rental History:** Current and previous landlord(s) will be contacted to verify tenancy, timeliness of rental payments, and other tenancy related issues. We will check for evictions and recorded landlord complaints. The verification must also confirm that the applicant is a leaseholder. We require a minimum of a one (1) year of rental history. The applicant's landlord reference must be favorable. A relative's verification is unacceptable.
- **Credit History:** A credit history evaluation will be made taking into account payment history, total outstanding balances, and other information supplied on the credit report. **Applicant must have a credit score between the ranges of 650-815.** Applicant must have a low debt to income ratio. If an applicant does not have a social security number, a Federal Tax Identification number must be provided. An application that has declared bankruptcy in the past seven years will be rejected. Any unpaid collection accounts must be paid in full, and a receipt must be supplied from the company to Autumn Oaks Apartments. We will then re-evaluate the application.
- **Security Deposit:** The security deposit is \$400.00.

In the event that the above criteria are not met, Autumn Oaks Apartments reserves the right to decline an application.

Pet Policy

1 Dog under 25 lbs and 14 inches tall full grown or 1 cat is welcome. A pet deposit of \$300.00 is required. We abide by A.D.A. regulations by allowing service animals, with proper documentation. A \$20.00 per month pet rent will be charged. We require a veterinarian statement with shot records and the estimated size of the pet, if a puppy or kitten, when the pet is full grown.

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Autumn Oaks Apartments
1102 Autumn Creek Way
Manchester, MO 63088
636-225-5511
636-225-0222 (fax)

Today's Date:

Name of Current/Past Resident:

Current/Former Address:

The above mentioned has applied for an apartment at Autumn Oaks Apartments. Before we can accept this application we must verify past and/or current residence. Please sign and return this form as soon as possible with the following information via fax at #636-225-0222:

Lease Dates: to:

Monthly Rent Amount:

Number of Late Payments:

How many over 5+ Days:

How many over 30 Days:

Is there a Balance on this Account:

If so, Amount Due:

Any NSF Checks?

Has this account ever been turned over to Collection?

Was proper notice given to vacate?

Was lease fulfilled or terminated properly?

Any lease violations?

Any complaints or disturbances?

If yes, how many, and please describe:

Any pets?

Would you rent to this resident again?

Is there any other Lessees or Cosigners on this account?

We thank you for your prompt attention and reply.

Sincerely,

Autumn Oaks Apartments

The above information was verified by :

Position:

I, We hereby authorize the release of the above information to Autumn Oaks Apartments.

Applicant's Signature:

Applicant's Signature:

1102 Autumn Creek Way Manchester, MO 63088 Tel: (636) 225-5511 Fax: (636) 225-0222

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Autumn Oaks Apartments
1102 Autumn Creek Way
Manchester, MO 63088
636-225-5511
636-225-0222 (fax)

Today's Date:

RE:

To Whom It May Concern:

The above claims to be employed with your company. We would appreciate your verification of the following information:

Date of Hire:
Position Held:
Monthly Salary or Hourly Rate:
Hours worked per week:
Full or Part-Time Position:
Prospects for Continued Employment:
OR Termination Date:

Verified By:

Position:

Please respond via fax at 636-225-0222 as soon as possible. Thank you for your cooperation.

Sincerely,

Autumn Oaks Apartments

I, We hereby authorize the release of my employment information for rental approval.

Applicant's Signature:

Applicant's Signature:

CREDIT RETRIEVER
TRANS UNION
Applicant Rental & Employment Application

LEASE TERMS: _____ Move In: _____ Unit #: _____

Report: _____ Deposit \$: _____ Check #: _____

AUTUMN OAKS APARTMENTS
1102 AUTUMN CREEK DR., ST LOUIS, MO 63088
PHONE (636) 225-5511 FAX (636) 225-0222

Applicant: Last Name _____ First Name _____ Middle _____ Social Security # _____ Birth Date _____

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Addresses: Apt # _____ From / To _____ City _____ State _____ Zip _____ Landlord Name _____ Landlord Phone _____

Current	_____	_____	_____	_____	_____
Previous	_____	_____	_____	_____	_____
Previous	_____	_____	_____	_____	_____

Employer / Address, City, State, Zip _____ From / To _____ Contact _____ Phone # _____ Position _____ Salary _____

Current	_____	_____	_____	_____	_____
Previous	_____	_____	_____	_____	_____
Previous	_____	_____	_____	_____	_____

Auto Information: Make / Model _____ License Plate _____

Applicant's Phone # _____

Daytime	_____	_____	_____	_____	_____
Work	_____	_____	_____	_____	_____

Names of Occupants: _____

Additional Information: _____

Pets: _____

Party to Notify In Emergency: Name _____ Phone # _____

Signed Release

I, CR. RET., TO DO A COMPLETE INVESTIGATION OF ALL INFORMATION PROVIDED ABOVE. I HAVE PERSONALLY FILLED IN AND/OR REVIEWED ALL INFORMATION LISTED ABOVE. I UNDERSTAND FAILURE TO COMPLETE THIS FORM COMPLETELY AND TRUTHFULLY MAY RESULT IN DENIAL AND/OR FORFEIT OF DEPOSIT. A COMPLETE INVESTIGATION MAY INCLUDE ANY OR ALL OF THE FOLLOWING: CREDIT REPORT, CRIMINAL RECORD, RENTAL HISTORY, EMPLOYMENT INCOME WITH ABOVE REFERENCES. MY SIGNATURE BELOW AUTHORIZES ALL ABOVE LISTED COMPANIES TO RELEASE RENTAL, JOB HISTORY (INCLUDING SALARY) AND CRIMINAL RECORD INFORMATION.

ACCEPTANCE OF THIS APPLICATION, AND ANY MONIES DEPOSITED HEREWITH, IS NOT BINDING UPON LANDLORD UNTIL APPROVED BY LANDLORD. IF APPROVED, ALL MONIES DEPOSITED WITH THIS APPLICATION WILL BE HELD AS A RESERVATION DEPOSIT TO BE EITHER RETURNED TO APPLICANT, OR CREDITED TOWARD ANY DEPOSIT WHICH MAY BE REQUIRED OF APPLICANT AT THE TIME A RENTAL AGREEMENT IS EXECUTED. IF APPLICANT WITHDRAWS THE APPLICATION A FEE OF \$ 30 WILL BE RETAINED BY LANDLORD. IF THE APARTMENT IS HELD FOR APPLICANT FOR MORE THAN 72 HOURS ALL MONIES DEPOSITED SHALL BE FORFEITED TO LANDLORD. (\$200.00)

APPLICANT SIGNATURE _____ DATE _____ Time _____