



**The Camerata**

**The Adagio**

**Harmony Vista**

**Medley Row**

**STATEMENT OF RENTAL POLICY**

Welcome to Hoigaard Village! Our community is comprised of The Camerata, The Adagio, Harmony Vista and Medley Row. Each building is separately owned but, for the purposes of this Statement of Rental Policy, the community is collectively known as Hoigaard Village.

All persons are free at any time to apply for residency; however, in order to reside in our community we require that each applicant and/or co-signer meet our rental criteria. Before you fill out our Rental Application, you must review, sign and date the following criteria. Note that the term "Applicant" provided below applies to all residents to be identified on the Apartment Lease Agreement and/or co-signers. Nothing contained in these criteria shall constitute a guarantee or representation by Hoigaard Village prior to these criteria going into effect. Our ability to verify whether these criteria have been met is limited to the information we receive from the resident credit reporting service used. If all applicants do not meet all criteria, an application will not be approved.

All applications are subject to approval by Hoigaard Village Property Management based on the following criteria:

1. Applicant(s) must be a minimum of eighteen (18) years of age and have a photo ID.
2. Occupancy guidelines:

<u>Type of Apartment</u>	Studio	<u>MAXIMUM NUMBER OF OCCUPANTS</u>	2
<u>Type of Apartment</u>	All others	<u>MAXIMUM NUMBER OF OCCUPANTS</u>	2 per

bedroom

3. Deposits and Application Fee's

An application must be completed when placing a deposit on an apartment home. A security deposit of \$300.00 is required with the application to hold an apartment throughout the approval process. Additionally, a \$50.00 non-refundable application fee is required for processing. If you have lived out of state in the past 12 months, the fee is \$65.00. The deposit and application fee(s) must be paid in two (2) separate checks or money orders. Hoigaard Village will retain any security deposit should applicant desire to cancel this application, unless the application is ultimately denied. If your application is rejected for any reason other than listed on this criteria form, you are entitled to the return of your application fee within one business day.

Please choose one of the following options of return:

- a) By mail to: \_\_\_\_\_
- b) Destroy
- c) Hold for 24 hours for retrieval by applicant

4. Employment History

Verifiable gross income of at least two and one half times the amount of the market rental amount is required. Current students or recent graduates must provide proof of enrollment or graduation. Self-employed applicants must provide a financial statement from a CPA or previous year's tax statement. Applicants that do not meet the income requirements may have a co-signer apply on their behalf. A student ID will be required from all persons claiming student status. International students are required to produce a current I-20 and/or IAP-66 form from the school being attended. International students with internship status must produce an Employment Authorization Document. Green Card Holders must produce a copy of their Permanent Resident Card. All approved International Applicants will be offered a lease length corresponding with the expiration date(s) of documentation required. Leases may be extended as updated documentation is provided to Hoigaard Village with management approval.



5. Residential History

Applicants must provide verifiable residential history with an apartment community and must have been a leaseholder. First time renters may have a co-signer providing all other rental criteria is met. An application will not be approved if there is an outstanding balance due to an apartment community or mortgage company. Should an applicant have a balance or failed to fulfill a lease agreement with another apartment community, the applicant will need to provide a written statement from the rental, management, or mortgage company that the balance has been paid. Additionally, all applicants must have an acceptable rental history with no prior history of default in lease obligations or community policies. The following information must be able to be verified: (a) length of residency (b) consistent and timely payments (c) adherence to community policy (d) proper notice given.

*Unlawful Detainer or eviction(s) filed in the last three years will be reason for immediate denial of an application. An Unlawful Detainer or eviction prior to the last three years may additionally be reason for denial of an application.*

6. Credit and Criminal Background Check

- a). Applicants will need a credit risk score of 575 points or more.
- b). Any collection or judgment must have a zero (0) balance or written payment arrangement(s).
- c). In case of bankruptcy, all adverse credit ratings must be included in the bankruptcy.

A criminal background check will be conducted and must be able to be completed on each applicant. The inability to obtain a complete criminal background check, any felony or gross misdemeanor charge(s) and/or conviction(s) will be grounds for the immediate denial of an application. We reserve the right to reject an applicant who has an incomplete background check or who has a criminal history including but not limited to crimes against person, property or drugs, any felonies, gross misdemeanors, and misdemeanors involving violence. Criminal backgrounds involving violent crimes, prostitution and/or involving the possession of weapons or illegal substances will be grounds for the immediate denial of an application.

Lease Signings: All leaseholders must be physically present for lease signing.

Lease signing appointments are scheduled between the hours of 9:00 AM and 5:00 PM.

No personal belongings will be permitted in an apartment prior to move in.

Great Lakes Management Co. as managing agent is fully committed to equal housing opportunity. We do not discriminate against anyone on the basis of race, color, creed, religion gender, disability, familial status, national origin, affection preference, marital status, or receipt of public assistance. Great Lakes Management Co. and Hoigaard Village Apartment community adheres to the Fair Housing Law (Title VIII of the Civil Rights Acts of 1968 as amended by the Housing and Community Development Act of 1974 and the Fair Housing Amendment of 1988) which stipulates that it is illegal to discriminate against any person in housing practices because of race, color, creed, religion, gender, national origin, disability, familial status, affectional preference, marital status, or receipt of public assistance.

***"THIS IS AN EQUAL HOUSING OPPORTUNITY COMMUNITY."***

*I have read and understand the rental policies of this community. I understand that I am 'Pre-Approved' for an apartment at Hoigaard Village and that a negative criminal search, negative rental history, unsatisfied collections and/or judgments makes this 'Pre-Approval' null and void.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



**Applicant Signature**

**Date**

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**Applicant Signature**

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**Date**

