



Qualification Guidelines

Welcome to Colt Gateway Apartments. CG Management Company, LLC is pledged to the letter and spirit of the U.S. Policy for the achievement of Equal Housing Opportunity throughout the nation. It is the policy of CG Management Company, LLC to adhere to the Fair Housing Act, which prohibits discriminatory housing practices, based on color, race, religion, sex, disability, national origin, familial status, or any other basis protected by applicable state or local fair housing laws.

Rental Criteria:

- A rental application must be completed for each individual age eighteen (18) or over, including co-signers (if required). A fee of \$50 per applicant 18 and over will be due prior to processing any applications. (All applications must be accompanied by a picture ID and SS card). ***Any falsification of the application is grounds for rejection.***
- Pay the first month's rent in the form of a cashier's check, money order or online by the day of your move in. If you move in after the 15th of the month, you will be required to pay the pro-rate plus next month's rent.
- The household gross monthly income must be verifiable and meet or exceed three (3) times the monthly rent. Applicants must have verifiable employment (and/or) income history. Self-employed applicants must provide a copy of the prior current years' tax return. Unemployed applicants must provide documentation regarding sources of income, social security, disability, pension, savings; or provide a co-signer that meets the co-signers qualifying standards below.
- Applicants must have a verifiable rental/mortgage history. Applicants with negative resident history e.g.: outstanding debt to another apartment community/landlord or any legal proceedings/evictions filed by previous landlords or mortgage companies will result in our declining the application for residency. We reserve the right to deny your application if the eviction is less than 7 years. Rentals from family members will be considered if the three (3) most recent canceled checks/money order receipts are provided. Cash payments will not be considered unless accompanied by a receipt.
- Applicants must have a favorable credit history. Favorable credit history is no credit or more positive credit than negative. All outstanding obligations will be considered. Any applicant with an unfavorable credit history will be denied. If your application is rejected or you don't take possession of the unit for any reason before you sign the lease, we will keep \$100 of your deposit to offset the charges of us taking the unit offline.
- Co-signers must meet all the above qualifications and must make at least four (4) times the monthly rent. They must reside in the United States; and their documents must be notarized if not signed at the leasing office in presence of a Colt Gateway office associate.
- Any applicants who have been determined to have criminal convictions or current indictment including a felony class D and E less than 10 years or misdemeanor less than 7 years if repeated, would adversely affect the health, safety or welfare of others will be denied residency. *Co-signers cannot be a substitute for this requirement.*

Management reserves the right to add or delete any or all the above guidelines and qualifications.

Please make personal checks, money orders or bank checks payable to: CG Operating Company

I have read and understand the Guidelines & Qualifications for Colt Gateway Apartments

Prospective Resident: _____ **Date:** _____

Prospective Resident: _____ **Date:** _____

Co-signer: _____ **Date:** _____

