

Eaglebrook Apartments

Rental Policies

Application for Residency

Anyone over the age of 18 planning to live in an apartment managed by Housing Elements LLC must first apply and be approved. Upon receipt of an Application for Residency, and a \$25.00 non-refundable application fee (\$15 for any additional applications), we will begin processing your application for approval. We will verify employment and income, as well as current and previous residency with your mortgage lender or landlord.

- 1) **Income Requirements.** Monthly income must be equal to or greater than 3 times the monthly rental rate pre-incentives. Prospective residents do not have to be employed to qualify. We accept incomes from sources other than employment such as trust funds, dividends, interest income, social security or disability benefits, child support, and alimony. We will accept current, liquid assets such as: cash savings, IRA, investments, and stocks & bonds. Current liquid assets must be on deposit in applicants' name and must exceed three times the lease length term. We do not accept income from an individual that will not be residing in the rental home, unless that person has signed a guarantor form and made an application. *Income must be verifiable.*
- 2) **Credit History.** A credit report will be requested from Trans Union, TRW and/or Equifax. Only credit history within the last five years is considered. Applicants that are in good standing with their creditors are accepted. Individuals with a credit history showing: bankruptcy, unpaid state or federal tax liens, vehicle repossession, or landlord civil judgment or eviction, in the last 36 months will not qualify to lease a rental apartment at Eaglebrook Apartments.
- 3) **Rental History.** Applicants must have at least six (6) months prior rental history experience.

Priority Waiting List

When apartments are not available, interested prospective Residents have the option to be placed on our priority waiting list on a first come, first serve basis. To be placed on this list, an applicant must first complete an Application for Residency, pay the \$25.00 per applicant application fee and place a minimum deposit of \$100.00. The \$100.00 deposit is refundable if we are unable to provide an apartment for the date requested. Once an apartment becomes available you will be notified of the occupancy date that must be met. Upon your acceptance of the apartment, an additional \$100.00 deposit will be due to reserve the apartment for move-in. If will be held off the market for 48 hours while we wait to receive the additional deposit. Upon receipt of your deposit, you will have a Guaranteed Reservation, subject to the terms set forth below.

Guaranteed Reservations

Rental apartments are taken off the market upon receipt of a \$25.00 per applicant non-refundable application fee and the receipt of a \$200.00 deposit. The \$200.00 deposit is not refundable if you fail to submit an Application for Residency within 5 business days from the date the deposit is received, fail to provide information or documents necessary to approve the Application for Residency, or cancel the reservation. The \$200.00 deposit will be applied toward your security deposit with the balance to be due at the time of move-in. Your Lease must start no later than 45 days after the apartment is taken off the market or on the noticed occupancy date if you were on the Priority Waiting List. We are not liable to you if the rental apartment is not ready for occupancy at the requested time because of the previous occupant's holding over or because of a reason beyond our direct control. If that occurs, all deposits (except the \$25.00 application fee) will be returned to you.

Lease Terms

Eaglebrook Apartments offer 12 month lease terms to new Residents. Current residents are offered more flexible renewal terms including month-to-month leases.

Early Lease Termination Policy

If you need to terminate your Lease prior to your Lease expiration, we require that you provide us with a 30 day written notice of your intent to terminate. Residents are eligible to terminate their Lease early if they have resided in their apartment for a minimum period of three (3) months. An early lease termination fee equal to two (2) month's rent is charged to Residents who have resided in their apartment between three (3) and twelve (12) months. The early lease termination fee is reduced to one (1) month's rent if the Resident has resided in their apartment for 13 to 47 months. Residents who have resided in their apartment for 48 or more months may terminate their Lease at anytime without an early termination fee by providing a 60-day written notice of their intentions.

Pet Policy

Birds, fish, small caged mammals, up to two cats, one dog or a combination of one dog and one cat per home are the only pets permissible. Additional deposit, fee & rent apply to Residents with cats and dogs residing in their apartment homes. Additionally, dogs may only reside in select buildings and are restricted to a maximum weight of 25 lbs. and by breed. The following breeds are prohibited: Rottweiler, Pit Bull, Bull Terrier, Staffordshire Bull Terrier, American Staffordshire Terrier, Mastiff, Chow, Doberman, and any dog-wolf mix. A letter from a veterinarian needs to verify the following: the pet's breed, proof of dog license, the cat has been de-clawed and spayed/neutered.

Parking

There is a maximum of 2 vehicles per apartment home. Garages and exterior parking may not be used for storage of recreational vehicles, boats, trailers or snowmobiles.