

BROOKRIDGE HEIGHTS

A P A R T M E N T S

Leasing Qualifications

Thank you for your interest in applying for residency at our community!

To begin the process, applicants must gross at least **3 times** the prospective rent. Every person over 18 years of age must complete a rental application.

We employ a professional screening service to score your rental application via the Internet. Your application will then be “approved”, or “declined” within 24-48 hours of submission. Criminal background checks are also processed by the same company. Criminal reports that include a felony charge will result in the application being automatically declined.

Approved – You meet all income, credit, and criminal check qualifications as outlined below.

Declined – You do not meet our requirements and will be given contact information should you wish to review your report.

Co-Signers and Guarantors are allowed but must prove income equal to 5 times the monthly rent per month

Examples of Acceptable Documentation

- 2 most recent paystubs
- Employment verification on letterhead from an immediate supervisor
- Employment verification on letterhead from your Human Resources department
- Self-employed tax return (for company owned)
- Offer of Employment letter (copy of signed document)
- Bank statements showing regular deposits from employer/government

Allowance for Number of Occupants

1 Bedroom Apartment	Maximum of 2 Occupants
2 Bedroom Apartment	Maximum of 4 Occupants

Criminal Background

Must not be listed in sex offender registry

Must not have felony on your criminal record

We do business in accordance with the federal and state laws including Fair Housing, Equal Housing, and FCRA. Prices, qualifications, and policies are subject to change without notice.

