

Ashley Manor Apartments

925 Ashley Drive
Moody, AL 35004

Statement of Rental Policy

1. **Tortorigi Enterprises LLC is an equal opportunity housing provider.** We fully comply with federal fair housing laws. We do not discriminate against any person because of race, color, religion, sex, national origin, familial status, or handicap. We also comply with state and local fair housing laws.
2. **Minimum Age.** Applicants must be a minimum of 19 years of age and complete a rental application.
3. **Pets.** Pets are NOT allowed, no exceptions will be made.
4. **Viewing an apartment.** A vacant apartment may be shown to a prospective resident after it has been cleaned and prepared.
5. **Apartment Availability.** Apartments are available to lease when they become vacant or when a notice of intent to vacate is received. A vacant apartment may be held for a prospective resident for seven days upon completion of a rental application and payment of the application fee and security deposit. No apartment shall be held for a prospective resident without a security deposit. If the move in date is greater than seven days, the prospective resident may be placed on a priority waiting list.
6. **Security Deposit.** If the application is approved and the applicant decides not to lease the apartment, all monies paid will be forfeited 72 hours after application approval date.
7. **Occupancy guidelines.** Due to limited parking and building system capacity, the following occupancy guidelines have been established: Maximum of 2 persons per bedroom.
When applying these standards, an infant will not be considered an occupant until the age of 12 months.
8. **Rental Criteria.**

- ❖ **INCOME:** Monthly **rent** cannot exceed one fourth of monthly **income**. This may include, but not limited to, salary, interest or dividend income, business income, social security, and court ordered child support.
- ❖ **EMPLOYMENT:** Applicant shall be employed and employment at present job should exceed one year. Employment and income guidelines may be modified for individuals who are retired or disabled.
- ❖ **CRIMINAL:** Felony arrests, charges and/or any convictions of any crimes, including but not limited to misdemeanors relating to narcotics, violence to person or property, and any sexual offenses are subject to immediate denial of application.
A background check is required on all applicants over the age of 18.
- ❖ **CREDIT:** A satisfactory credit rating is required for occupancy. Bankruptcy is viewed on an individual basis.
- ❖ **RESIDENTIAL HISTORY:** Applicant must possess a minimum of twelve (12) months positive rental/ownership history. There must be no history of eviction, late pays, disturbances, foreclosure or monies outstanding.
- ❖ **GUARANTORS:** At the manager's discretion, a guarantor to the lease may be accepted if an applicant does not meet all requirements. A guarantor may not be accepted if an applicant is unemployed or has no source of income. Guarantors must exceed the income requirements and have 100% positive credit and all favorable rental/ownership history to be considered.
- ❖ **INSURANCE:** MUST HAVE CURRENT RENTER'S INSURANCE POLICY WHICH PROVIDES AT LEAST \$100,000 PERSONAL LIABILITY COVERAGE IN EFFECT AT THE TIME OF MOVE-IN.

I have read and understand the above Qualifying Standards.

Applicant Signature

Date

Applicant Signature

Date