



Resident Qualifying Criteria

In order to assist you with your decision on your new home, we are providing this list of the requirements we use to qualify applicants for residency in this community. Outlined below are the selection criteria that we use when determining if an applicant will be approved for residency at one of our communities. Applicants for homes will be accepted on a first come, first serve basis and are subject to the availability of the home type requested.

To be considered for approval, all applicants over the age of 18 must fully complete a rental application. Please be advised that these are only general guidelines and we may, at our discretion, make exceptions to these criteria. If exceptions to our company's criteria are made, additional security, guarantors, and or additional advance rent may be required. Providing false information on the rental application may result in denial of the application and forfeit any fees paid. False information on the rental application could also be grounds for eviction should it be discovered after residency has been initiated.

Identification:

Applicants must provide two (2) forms of US government issued identification at the time of application (*Birth certificate, social security card, passport etc.*). At least one of the forms of identification must be a photo ID. A non-refundable application fee of \$50.00 will be required for every applicant and should be paid via ACH transfer at www.ivielane.us. Applicants may be required to submit a visa or other paperwork indicating that they can live and/or work in the United States. If you do not have any of the documents mentioned above, please visit [Acceptable Documents](#). This link explains various forms of acceptable documents for the application process.

Rent/Earnings Ratio:

- Applicants should have a combined gross income of at least three (3) times the monthly rent. This gross income guideline may vary if the applicant is receiving any type of rent subsidy or voucher. We reserve the right to require a cosigner or guarantor. Up to two (2) years of residential rental history may be required.
- Self-employed and server/tip applicants may be required to produce upon request two (2) years of tax returns or 1099's and non-employed individuals must provide verifiable proof of income or accepted rent subsidy.
- 30 days of recent bank statement, tax returns or pay-stubs will be required to validate income for lease holders and guarantors.
- All sources of other income must be verifiable if needed to qualify for a rental unit.

Credit:

- We will consider your credit history and or Civil Court judgments, eviction filings, liens or bankruptcy within the last five (5) years.
- If you have filed for bankruptcy, that does not mean you are automatically denied. Your payment history after filing for bankruptcy will be taken into consideration when calculating the qualification score.

Applicants are responsible for ensuring their credit history is accurate.

Rental/Mortgage History:

- Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave property clean and without damage at time of lease termination.
- If you have experienced a foreclosure on your home, you must pay an additional deposit.
- Any eviction judgment will result in denial of the application.
- Any unresolved rental debt or unacceptable rental history will result in denial of the application.

Applicants without History:

If you do not have an established rental, credit, or employment history, you may still be considered with the payment of an additional deposit.

Criminal History:

Criminal screening will be conducted and evaluated on an individualized basis.

Occupancy:

- The number of occupants must be in compliance with HUD standard/guidelines for the applied unit.

Other:

- Applicants may be required to pay a security deposit at the time of lease execution in a minimum amount of one month's rent. We reserve the right to offer specials that require a lower security deposit or require a higher security deposit and/or additional prepaid rent. All move-in costs and security deposits and must paid via CashPay ONLY. No personal, cashiers, company checks or ACH transfers will be accepted for move in costs and security deposits.
- Pets (with the exception of service animals as required by law) are permitted only with specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or an additional security deposit and are subject to rules and regulations of the specific property. Any pets, whether permitted by landlord and/or by law must have the appropriate documentation (i.e., vet and vaccination records).
- At the time of application, we may require a holding or good faith deposit to be collected to hold a property off of the market. In the event the application is approved, and applicant fails to enter into a lease, the applicant shall forfeit such deposit. In the event the application is approved, such deposit shall be applied to the required security deposit and remaining amounts, if any, will be applied to the remaining first month's rent.

- Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to a credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with the law.

Cancellations:

- All Application Fees are Non-Refundable.

Please direct any questions regarding these criteria to the Property Manager or Leasing Agent in charge of the property for which you are applying.

FAIR HOUSING STATEMENT. Ivie Lane is committed to compliance with all federal, state, and local fair housing laws. Ivie Lane will not discriminate against any person because of race, color, religion, national origin, sex, familial status, disability, or any other specific classes protected by applicable laws. Ivie Lane will allow any reasonable accommodation or reasonable modification based upon a disability-related need. The person requesting any reasonable modification may be responsible for the related expense.

Please note that these are our current criteria. Nothing contained in these requirements shall constitute a guaranty or representation by us that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided in our community prior to these requirements going into effect. Our ability to verify whether these requirements have been met is limited to the information we receive from the various resident credit reporting services used. We are an equal housing opportunity provider. All applications will be judged in compliance with all laws prohibiting discrimination including those that prohibit discrimination based upon race, color, religion, sex, disability, familial status or national origin.

I/We have read and understand the Rental Requirements and Qualifications above. I/We agree to all terms stated above.