



Rental Criteria

Welcome to Courtland Ridge Apartments! We appreciate your interest in our community. Before you complete a Residency Application, please review these requirements to determine whether you meet Courtland Ridge Apartments rental criteria.

Each adult (18-years or older) must complete a Residency Application to give permission for a background check. All lessees must be 18-years or older. Married couples may submit a single application.

Section A applies to all applicants. Sections B through K apply to the resident(s) responsible for paying rent under the terms of the apartment lease.

A. GUIDELINES - All residents must be listed on the lease agreement. Residents are allowed only 1 qualified change per lease agreement. No more than two (2) occupants may reside per bedroom. All lessees must be age 18-years or older. *The two (2) person limitation shall not apply to a child or children born during the course of the lease. Residents that have a child or children born during the course of the lease will be required to transfer to another available apartment within ninety (90) days or the end of the lease, whichever is the later date.

B. INCOME - Monthly combined income for all residents must be two and one-half times (2 1/2) the monthly rent. Verification can include pay stubs, written verification from income sources, phone verification by an employer, bank statements, tax forms, an acceptance letter from employer, or similar proof.

C. RENTAL HISTORY - Applicant must have a minimum of twelve (12) months consecutive rental history or proof of home ownership. Satisfactory history is defined as no more than two (2) late payments and no more than one (1) returned check, the resident gave adequate notice to vacate, and there are no outstanding financial obligations to the landlord. The previous landlord must be willing to re-rent to the applicant. Applicant must not have left another apartment community with money owed. *First time renters might be required to have a co-signer, or to pay an additional deposit. If a deposit is required, it will not exceed two months of market rent.

D. CREDIT HISTORY - All Applicant's credit history will be subject to an individualized assessment. Applicants with minimal or no credit history may be required to post a security deposit in excess of the standard amount or alternatively, the lease may be signed by a qualified guarantor.

E. If resident elects to use any appliance other than the ones provided by Courtland Ridge Apartments, the resident will be charged for any damage caused by the appliance.

F. CRIMINAL HISTORY - All occupants will be checked for criminal history. We will complete an individualized assessment of this criminal history and take into consideration the nature, severity, and recency of any conviction.

G. CO-SIGNERS - To co-sign on an applicant's behalf, co-signer must complete an application and meet all rental criteria. Income requirements for a co-signer must be three and one-half (3 1/2) times the market. Co-signers must pay an application fee, and will not be accepted with insufficient credit history.

H. RENTERS INSURANCE - Insurance must be obtained and maintained throughout residency and show proof at the time of move in.

I. PETS - Only dogs and cats are permitted, and only within the following guidelines:

- No exotic pets.
- Pet deposit must be paid in full.
- Pet addendum must be signed by the resident(s).
- Further restrictions may apply to dogs over sixty (60) lbs.
- No more than (3) small pets per apartment (e.g. 2 small dogs and 1 cat).
- Animals used for disability assistance are not considered under this policy. They must have a letter from a liable source.
- Proof of shot records and photo of pet(s) must be provided at move-in and annual shot records provided thereafter.



These dog breeds are not allowed at Courtland Ridge Apartments:

- Akita
- American Bulldog/American Bully
- American Bandogge
- Bull Terrier
- Cattle Dog
- Wolf/hybrids
- Belington Terrier
- Chow
- Doberman
- Pit Bull/Shi Terrier/Staffordshire Terriers
- Dogo Argentino
- Rottweiler
- Cane Corsos
- Presa Canarios
- Perro de Presa Mallorquins
- Czechoslovakian Wolfdog
- Mastiffs
- Great Dane
- German Shepherds, as of April 1, 2016
- Husky, as of November 15, 2017

Having any of the above breeds in an apartment is a lease violation and will be addressed with an official Notice to Cure. Please provide all breed information on your application at the time of applying. Any animals mixed with or resembling any of these breeds must be seen and approved by management prior to move-in. If the breed is questionable, the approval decision will be left up to Courtland Ridge Apartments Management.

J. FALSE INFORMATION - Giving false information or omitting information on the application disqualifies the applicant. The application fee will be forfeited by applicant.

K. CANCELLATION OF APPLICATION - Application fees are not refundable. If an applicant must cancel their move-in, any SECURITY deposit already placed with Apartment Company will be refunded if the cancellation is within seventy-two (72) hours of the execution of a lease for the Premises. After said seventy-two (72) hour period, all sums and deposits shall be forfeited. If the applicant is able to lease with Apartment Company within 6-months of any cancellation, the forfeited deposits will be credited to any new lease.

*We are an equal housing opportunity provider. We do not discriminate on the basis of race, color, sex, national origin, religion, disability or familial status (having children under the age of 18).

I have read and fully understand the above rental criteria and guidelines. Further, I understand all rental criteria must be met for my application to be approved.

Resident Signature:

Print Name:

Resident Signature:

Print Name:

Owners' Agent:

Print Name:

CourtlandRidgeApartments.com

13 Bel Rae Ct., St Charles, MO 63301

