

RENTAL POLICIES

Arbors of Findlay

Arbors of Mt. Vernon

Arbors of Wooster

Town Place

Creekside Villas

Hilltop Manor

Winchester Woods

Hunters Marsh Villas

Plum Brook Villas E&W

Fair Housing: This is a Fair Housing Opportunity community. It is the policy of Granite Property Management Co. to rent to any qualified applicant in accordance with the Federal Fair Housing Act and all other applicable fair housing laws. This community, and Granite PMC, do not discriminate based upon race, color, religion, sex, handicap, disability, familial status, ancestry, national origin, or any other basis protected by applicable state or local fair housing laws.

Lease Term: 12 Months. *Short-term leases* are sometimes available for an additional monthly charge.

Deposits / Fees:

- * Security Deposit: Equal to One Month's Rent (with Approved Credit)
- * Administration Fee: \$_____ (Varies by Property: \$0.00 to \$100) paid with Lease
- * Non-Refundable Pet Fee: \$150.00 (additional pet rent, and other restrictions also apply)

APPLICATION PROCESS

1. **Forms / Info:**
 - A. Rental Application (from each prospective resident 18 years or older)
 - B. Verification of Income: Pay-stubs (60 days) preferred, or:
 - * Bank Statements
 - * Tax Documents
 - * Benefit Verification Letter – Retirement; SSI; Disability; Medicare, etc.
2. **Application Fee:** \$ 30.00 - First Applicant (Fee Subject to Change); \$30 each additional. Is NON-Refundable.
3. **Rental Deposit:** \$300.00 - Applies toward Security Deposit, if application is approved.
DUE WITH APPLIC: \$330.00 (plus any additional applicants at \$30 each)
4. **Apartment is Reserved.**
5. **Credit Check:** All Applicants are subject to a credit check performed by an independent third-party credit review agency. Credit scoring is based on real data and statistics and treats all applicants objectively, since each application is scored statistically in exactly the same manner.
6. **Criminal Background Check:** All Applicants and adult occupants are subject to a criminal background check. A conviction does not mean automatic denial. Approval/Denial is based upon a set of screening criteria that varies by offense, that is used consistently for each applicant.
6. **Cancellation:** You have 72 Hours (3 days, Sundays excepted) from application date to cancel, and receive a return of your full Rental Deposit (Application Fees are non-refundable in all events). Refund will be sent to you after a 7-Day Hold period, to ensure that your initial payment has settled, and we have cleared funds. If you cancel after 72 Hours for any reason, your Rental Deposit will be forfeited. Review the Rental Application thoroughly before signing and reserving an apartment.
7. **Application is Approved:**
 - If you have not cancelled per above, the Rental Deposit is now NON-Refundable.
 - If you have not cancelled per above, you must sign a Lease AND pay all money due **within Fourteen (14) days** of the application date (Sundays included). Including Admin. Fee, Security Deposit, Pet Fees, and Rent.
 - Amounts due after approval must be paid in the form of a Bank/Cashier Check, Money Order, or ACH.
 - You will not be given possession of the apartment until a Lease is fully executed and all money due is paid.
8. **Application is Denied:**
 - Your Rental Deposit will be returned in full. (Application Fees are non-refundable). Refund will be sent to you after a 7-Day Hold period, to ensure that your initial payment has settled, and we have cleared funds.
 - You will be given a letter explaining the reasons for the denial, which will include contact information for you to use, should you desire further information regarding the decision.

IMPORTANT POLICIES:

- All Residents are required to obtain a Renter's Insurance Policy, prior to move-in. The Policy must have a minimum coverage of \$300,000 for liability and must name the Owner as an "Additional Insured."