

## RENTAL POLICIES

**Arbors of Findlay**

**Arbors of Mt. Vernon**

**Arbors of Wooster**

**Carriage Arms**

**Creekside Villas**

**Hilltop Manor**

**Town Place**

**Winchester Woods**

**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:** \* Security Deposit: Equal to One Month's Rent  
\* Non-Refundable Pet Fee: \$150.00 (additional pet rent, and other restrictions also apply)

### **APPLICATION PROCESS**

- 1. Forms:**
  - A. Rental Application (from each prospective resident 18 years or older)
  - B. Verification of Employment
  - C. Verification of Address
- 2. Application Fee:** \$ 30.00 - First Applicant (Fee Subject to Change); \$20 each additional. Is NON-Refundable.
- 3. Rental Deposit:** \$300.00 - Applies toward Security Deposit, if application is approved.  
*DUE WITH APPLIC:* **\$330.00**
- 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 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). 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).
  - You will not be given possession of the apartment until a Lease is fully executed.
- 8. Application is Denied:**
  - Your Rental Deposit will be returned in full. (Application Fees are non-refundable)
  - 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."
- ALL monies due at time of move-in (balance of Security Deposit, any Pet Fee, Rent, and any pro-rated Rent) must be paid in the form of a Cashier Check or Money Order.

