



## Leasing Policies and Procedures

### General Information (reminder that exceptions can always apply)

**Rental Criteria.** To qualify for a suite at Briggs Properties, Inc., you must meet the following criteria.

**Applicant must be 18 years of age.**

**Income.** Your monthly income must be at least three times the monthly rent. You must be able to prove at least two years of employment immediately preceding the date of your application. If you have been a full-time student at any time during the past year, we will require you to have your lease guaranteed. If you are unemployed, you must provide proof of a source of income.

**Rental History.** You must have satisfactory rental references from at least two prior landlords or two years of a rental history. If you have ever been evicted or sued for any lease violation within the last three years, we will reject your application.

**Credit History.** Your credit record must be currently satisfactory. If your credit history shows unpaid debts within 2 years, we could reject your application.

**Criminal History.** If you have ever been convicted of a felony, we could reject your application. If you have been convicted of a misdemeanor involving dishonesty or violence within the past five years, we will reject your application.

**Cosigners/Guarantors.** If you do not meet one or more of the above criteria, you may be able to qualify for a suite if you can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except that we will deduct the guarantor's own housing costs before applying his or her income to our income standards.

### TownSquare Luxurv Suites –12 Month Leases Required

**Application fee** is \$50 per person per adult is Non-Refundable - please collect a separate check for the app fee

**Hold deposit** is the same as the rent amount quoted and is due at the time of the application to be first in line for the suite. The hold deposit is deducted from the security deposit. A suite can be put on hold for up to 30 days, if approved.

Client has 72 hours after approval to decide if they want to move forward with the lease. If client decides not to go forward within the 72 hours the hold deposit is refundable.

**Security deposit** is the same as rent. \$200 of which is a non-refundable maintenance fee. Lease signing

must take place within 5 days of final approval.

### **Garages:**

Attached \$125/month

Nonrefundable garage fee is the same as garage rent.

### **Utilities:**

Client pays **heat** (Natural Gas) \$40-\$50/month and **electric** around \$20-\$30/month City water city sewer and garbage is included. Client pays for cable and internet.

### **Pet Policy:**

Dogs - permitted on bottom floor ONLY: Must be under 35lbs and require an \$800.00 Non-Refundable fee per dog Cats - not allowed

(HC) units - \$15/month to replace hood fan with microwave