

Yorktowne Property Management
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Statement of Rental Policy

We are an equal opportunity housing provider: We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin.

Apartment Availability Policy: Apartments become available when they are ready to rent. A vacant apartment will not be deemed available until it has been cleaned and prepared for a new resident.

Occupancy Guidelines: To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who reside in an apartment. The maximum occupancy is 2 (two) per bedroom.

Application Process: We evaluate every apartment application in the following manner. You must submit a rental application and answer all the questions on the form. You must pay a \$ 20.00 nonrefundable application fee. We will determine from your responses to the application questions whether you qualify for the apartment or if not, we will reject your application. If you qualify, we will run a credit report, and verify employment and rental references. If you meet our criteria, we will approve your application. The process may take a few days. We will rent available apartments to applicants in the order that their applications are approved.

Rental Criteria: To qualify for an apartment, you must meet the following criteria:

1. **Income:** Your monthly income must be at least three times the monthly rent. If you are unemployed or your income is less than the required amount, you must provide proof of a source of revenue, verifiable income, or an availability to assets.
 - a. **Employment:** All applicants must provide written proof of employment usually in the form of a recent paystub from your employer to support the amount of income claimed on the application. In the case of a newly hired employee we can accept a new hire letter from your new employer stating where you will be working, when you start, and what the annual salary will be.
 - b. **Self-Employment/Retired:** If you are self-employed or retired, you must provide proof of income and/or your ability to pay rent for the term of the lease by providing either a copy of your most recent Federal Income Tax Return or a photocopy of your most recent bank statement.
 - c. **Disability Income:** You must provide official documentation from the payment source indicating the amount and frequency of payment.
 - d. **Social Security Income:** You must provide official documentation from the Social Security Administration indicating amount and frequency of payment.

- e. **Alimony/Child Support:** You must provide a notarized or court awarded documentation indicating the amount and frequency of payment.
2. **Rental History:** You must have satisfactory rental references from your prior landlord. Any negative rental history is grounds for the denial of an application. Negative rental history includes:
 - a. Evicted or sued by a prior landlord
 - b. More than 2 late rental payments
 - c. Property damage
 - d. Returned checks
 - e. Non-compliance of leasing term or policies
 - f. Complaints regarding noise or neighbor problems
 - g. Collection activity or court action for judgments
 3. **Credit History:** Your credit history must currently be satisfactory. A credit report is required for all applicants. A negative credit history is grounds for denial of your application. Negative credit history includes but is not limited to, any of the following:
 - a. Pending lawsuits
 - b. Unpaid judgments
 - c. Bankruptcies without having re-established credit
 - d. Unpaid debt that is in collections
 - e. Multiple late payments
 4. **Criminal History:** A criminal background report will be acquired for all applicants. A criminal history is grounds for automatic denial of an application. Criminal history includes but is not limited to, any of the following:
 - a. Felony convictions
 - b. Any illegal drug related charges or convictions
 - c. Any sex related charges or convictions
 - d. Any cruelty to animals charges or convictions
 - e. Any crimes against persons or property
 - f. Active status on probation or parole resulting from any of the above
 5. **Minimum Age / Student:** All leaseholder applicants must be at least twenty one (21) years of age. Students who do not meet the income criteria may still qualify by having a third party to guarantee their 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 standard.