



About Tallgrass Management Group

Thank you for your interest in our property. We want each resident’s stay to be a positive experience for themselves and the community. Keeping our apartments safe and livable begins with our application and screening process. This fact sheet describes the application process and the criteria we use to screen your application.

Occupancy Guidelines

To prevent overcrowding and undue stress on building systems, we restrict the number of people who may reside at any given property. In determining these restrictions, we adhere to all applicable fair-housing laws. We allow two persons per bedroom. For example, a one-bedroom apartment may house up to two people and a two bedroom property may house up to four people.

General Criteria

- All applicants 18 or over must complete an application in full regardless of status in the family.
- Government-issued photo ID (driver’s license, passport, ID card, etc.) is required of all applicants over 18 years old.
- Incomplete, inaccurate, or falsified information on the application is immediate grounds for denial and/or termination of the lease. (No waiver allowed for falsified information.)

Income Requirements

- Required income verification from all sources. Two most recent original documents from all sources of income, can include: pay stubs, monthly income statements, bank statements with automatic deposits and award letters. If self-employed, provide copies of Federal tax returns from last two years, including the profit and loss statement for both years.

Monthly Rent	Income Criteria
\$750 or more	Gross income is at least 3x monthly rent
Under \$750	Gross income as at least 2x monthly rent
Housing Assistance	Tenant income must exceed 3x tenant portion of monthly rent
Social Services Agencies	Tenant income must exceed 3x tenant portion of monthly rent

- An applicant will be denied for inadequate verifiable income to meet rental criteria.

Credit Requirements

We recognize that not everyone has a “perfect” credit score. We strive to work with applicants on a case-by-case basis to assist good tenants in finding good homes. The following criteria will be used to determine the strength of your application.

Credit Score	Application Decision
600 +	Approved with no conditions
500 - 599	Double deposit may be required
Below 500	Denied

- The credit report should indicate good payment history with no collections from housing providers or utility companies.
- The credit report should not have more than 10 non-medical accounts or \$5,000 in non-medical collections, except in the case of student loans.
- Credit items *not* affecting qualification include: paid collections, satisfied judgments, medical accounts, and discharged bankruptcies.
- There can be no active bankruptcies. All bankruptcies must be discharged.
- No evictions or unlawful detainers within past five years.
- For students or applicants with no credit score, no additional deposit is needed, but we require current college or university enrollment information, student loan documentation, or an offer letter from soon-to-be or current employer. If currently employed with no credit score, a copy of the last two paystubs is required.
- Individual credit reports will not be discussed with applicants. If your application results in a decision less than an “Accept,” you will be given the name, address and telephone number of the consumer reporting agencies which provided your consumer information to us.

Rental History Requirements

- Applicant must have two years of verifiable rent or mortgage history from a non-relative. Where less than two years, a co-signer will be required, except in the case of current college students.
- Current and previous landlord information must be verifiable.

Criminal History Requirements

- A 50-state criminal records report will be run on every adult applicant.
- No convicted sex offenders permitted (no waiver allowed).
- A conviction, guilty plea or no-contest plea for any felony or any misdemeanor or gross misdemeanor involving assault, intimidation, sex-related, drug-related, property damage, weapons charges, criminal trespass, theft, dishonesty or prostitution within the past 7 years will be grounds for denial.
- Any criminal record activity that could be deemed harmful or threatening to the health and safety of an individual, the rental property, neighborhood or property of others will be grounds for denial.
- Pending charges or outstanding warrants for any of the above will result in a suspension of the application until charges are resolved. Properties will not be held off market while awaiting resolution of pending charges.

Additional Terms and Conditions

- Application fees are non-refundable.
- Tenants may not move in until all of the move-in monies have been paid for.

- We do not rent to tenants who do drugs or keep a messy home. So if you keep a messy house or deal or do drugs then please save us both the time and do not apply.
- We enforce all late fees.

Move-in Process

- All applications are completed and paid for online (\$50 per person over 18).
- It can take 1-3 days to complete the screening process, depending on verification of references.
- Applicant will be notified of approval, conditional approval, or denial within 3 days of submitting application.
- If approved, Property Manager will draft lease for Tenant review within 3 additional days.
- All leasing is completed online. A hard copy of the final lease can be provided at the Tenant's request.
- A property can only be reserved once the full security deposit is paid.
- No property can be reserved for more than 14 days.
- Keys will be issued after a lease and all addenda have been signed by all Leasors AND all agreed upon monies are paid.
- Transfer all tenant-paid utilities into your name effective your move-in date.

Equal Housing Opportunity

Tallgrass Management Group is committed to the letter and spirit of U. S. policy for the achievement of equal housing opportunity throughout the nation. All real estate information provided on this Website is subject to the Federal Fair Housing Act and state or other local regulation. The Fair Housing Act makes it illegal to advertise "any preference, limitation or discrimination based on race, color, religion, sex, handicap, family status or national origin or an intention to make any such preference limitation, or discrimination." Tallgrass encourages and supports an affirmative advertising and marketing program in which there are no barriers and makes all residences available on an equal opportunity basis.