

Campus Edge Condominiums  
450 Racine Dr.  
Wilmington, NC 28403  
910-395-6001/ Fax: 910-395-6835

### **Cape Fear Management, LLC. Resident Screening Criteria**

We provide the following information to all applicants so you will have a detailed statement of the qualifying policies of Cape Fear Management, LLC. We have attempted to make the application easy to read and understand, but by its nature, formal language and legal terms are included. If you have any questions about our policies or any of the information contained in this application, please contact our management team.

#### **THE APPLICATION FEE (Cash Only)**

The rental application fee is \$50.00 per applicant. The fee is Non-Refundable.

#### **THE ADMINISTRATION FEE (Non-Refundable)**

The administration fee is \$150.00 due after the application approval, payable at move in with money order or certified check **ONLY** made payable to Cape Fear Management, LLC.

#### **SECURITY DEPOSIT**

The standard security deposit is \$500.00. Security Deposits are not refundable 72 hours after presenting the deposit to the office for a future move in.

#### **AGE REQUIREMENTS**

All applicants must be at least 18 years of age or older to submit an application and sign the lease.

#### **PHOTO IDENTIFICATION**

Cape Fear Management, LLC. requires that you show a valid photo ID at the time of submitting an application. Acceptable identification includes: **VALID state-issued driver's license or state issued identification card, a federally issued passport, or military identification card.**

#### **MAXIMUM NUMBER OF OCCUPANTS PER APARTMENT**

The Maximum occupancy per efficiency unit is (2) tenants and the maximum occupancy for the shared floor plans is (1) tenant per side or (2) total occupants.

#### **ADDITIONAL RESIDENT/OCCUPANTS MUST BE NAMED ON THE LEASE**

All occupants, including dependent children are required to be named on the Lease Agreement either as a Lessee or Occupant. **APPLICANT MUST OCCUPY APARTMENT.** Authorized occupants over the age of 18 must go through screening process and meet our requirements.

#### **CRIMINAL BACKGROUND INFORMATION**

Any conviction of a felony could result in **automatic** denial of the application. In addition, **any convictions,** misdemeanor and felony that are mentioned in the following list could result in **automatic** denial of application **regardless** of date of conviction: murder, any sexual offense, any conviction

associated with assault, b & e, any larceny conviction, prostitution, any schedule I or II drug charge, and any crime associated with a weapon.

### **RENTAL VERIFICATION PROCESS**

Applicant's must provide at least one rental reference that is **NOT** from friends or family. Please understand that we thoroughly check each applicant's rental history, including **ALL** addresses that show up in your background check. If you know you have been evicted or owe money at a past rental, it would be advisable not to submit application. If your rental history proves you have been evicted, owe money to a previous rental property, have a negative payment history, or complaints you may **NOT** be approved.

### **INCOME REQUIREMENTS/GUARANTORS**

Applicant's total monthly income must be equal to or exceed 3 times the monthly rental amount and the applicant must be at their present employer for at least 3 months. Married couples may combine income, provided they both sign the Lease Agreement. **All income must be verified.** If income requirements cannot be met, applicants provide a guarantor who makes 6 times the monthly rent. Guarantors need to be at their present employer for at least a year.

\*Applicants employed in the food/beverage industry will have their income adjusted upward by 25% (Exceptions: cook, host, kitchen help, bus boys, managers).

### **PROOF OF INCOME**

Applicants must provide **verifiable** proof of income. A letter from an employer will not be accepted. For employment proof of income **ONLY THE FOLLOWING WILL BE ACCEPTED AS PROOF OF INCOME: CURRENT PAYCHECK STUBS WITH EARNINGS YEAR TO DATE LISTED, W-2'S TO VERIFY ANNUAL INCOME, VA/SOCIAL SECURITY AWARD LETTERS.** For self-employed or retired proof of income you must provide: **PERSONAL FEDERAL TAX RETURNS FOR (2) YEARS, A CURRENT CERTIFIED FINANCIAL STATEMENT, OR A SOCIAL SECURITY AWARD LETTER. IN ADDITION (3) MONTHS BANK STATEMENTS MAY BE REQUIRED.** For applicants using a student loan as income you must provide: **STUDENT LOAN AWARD LETTER** and 6 months prepayment will be **REQUIRED.** All of the above conditions apply for verification of a Guarantor's Income. All applicants using a Guarantor **MUST** pass our screening process. Guarantors will be fully responsible for the lease if the resident defaults on lease.

### **BUSINESS LEASES**

We offer business leases for corporations with a corporate officer as the Guarantor of the lease, employee of the corporation is listed as the authorized occupant. The occupant must pass the background and rental history requirements and Guarantor must provide proof of income.

### **FAIR HOUSING STATEMENT**

Cape Fear Management, LLC., complies with the State and Federal Housing Laws, including Title VIII of the Civil Rights Act of 1968 as amended by the Housing and Community Development Act of 1974 and the Fair Housing Amendment of 1988, which stipulates that it is illegal to discriminate against any person in housing practices because of age, race, color, religion, sex, national origin, disability, or familial status, and further operates this rental community in accordance with other laws governing multi-family rental housing. Please do not ask for nor expect us to provide specific information concerning the racial, ethnic, religious, national origin, sexual composition, physical or mental characteristics, or familial status of residents of this or any of our communities. Company policies, as well as State and Federal Fair Housing Laws, prohibit us from disclosing information of this nature and further prohibit us from placing any restrictions on showing or information offered concerning the availability of housing accommodations for sale or rent.