



COOPER'S POND TOFTREES ASSOCIATES & TURTLE CREEK TOFTREES ASSOCIATES STATEMENT OF RENTAL POLICY

- 1. We are an equal opportunity housing provider.**
We fully comply with the federal Fair Housing Act. We do not discriminate against any person on the basis of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.
- 2. Apartment availability.**
We update our list of available apartments as we receive notice of an upcoming lease termination. If you wish to rent an available apartment, it is in your best interest to complete the rental application and pay the \$30.00 non-refundable application fee.. If you pay \$100 security deposit, that will hold your reservation for that apartment pending the processing of your application. An apartment that was available in the morning may become unavailable later that same day and vice versa.
- 3. Occupancy guidelines.**
To prevent overcrowding and comply with local regulations, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair-housing laws. We allow two persons per bedroom. For example, a one-bedroom apartment could be occupied by two people, and a two-bedroom apartment could house as many as four. An occupant is any person over the age of three (3) years.
- 4. Application process.**
The application form is available by downloading it from our website, by mail, email, or may be obtained at our rental office. Please complete the Rental Application as thoroughly as possible. A non-refundable application fee of \$30.00 will be charged to cover the cost of the credit report. Rental applications are assessed on the basis of verifiable income, rental and credit histories and criminal records. If you meet the criteria, you will be approved. This process generally takes one to two days. We will rent available apartments to applicants in the order that their applications are approved. At the time of approval, you will need to show valid photo identification. This request is solely for the purpose of verifying the identity of the resident and no other purpose.
- 5. Guarantors.**
In some circumstances, where you may not meet one or more of the criteria above, you may be able to qualify for an apartment by having a third party (related or unrelated) serve as your Guarantor. The Guarantor Acceptance form is available on the website or from the Rental Office. In this circumstance, the Guarantor must meet the income and credit criteria outlined above.