



Qualification Guidelines

Welcome to **Polo Run Apartment Homes**. ZPM Management is pledged to the letter and the spirit of the U.S. Policy for the achievement of Equal Housing Opportunity throughout the nation. It is the policy of ZPM Management to adhere to the Fair Housing Act, which prohibits discriminatory housing practices, based on color, religion, sex, handicap, familial status, or national origin.

Please note these are the current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect: additionally, our ability to verify whether these requirements are met is limited to the information we receive from various resident reporting services.

Rental Criteria:

- A rental application must be completed for each individual age eighteen (18) or over, including guarantors if required. A fee of \$35.00 per applicant will be due prior to processing any application.
- A valid government issued photo ID
- The household gross monthly income must be verifiable and meet or exceed 2.5 times the monthly rent.
- Provide verification of a month income. Documents should be consecutive. Self-employed persons must provide a copy of the prior year's tax return and W2(s). Unemployed applicants must provide documentation regarding sources of income, e.g. – social security, pension, savings, interest, or provide a guarantor/co-signer that meets the guarantor/co-signers qualifying standards below. Copies of all documentation will be retained in the lease file. Applicants must have verifiable employment and/or income history
- Applicants must have a verifiable rental/mortgage history. Applicants with negative resident history - outstanding debt to an apartment community/landlord or eviction from apartment community/landlord – will be denied. Rentals from family members will be considered if a signed lease is provided. Guarantors/co-signers cannot be a substitute for this requirement.
- Applicants must have a favorable credit history. Favorable credit history is no credit or more positive credit than negative. All outstanding obligations will be considered. Any applicant with an unfavorable credit history will be denied or must provide a guarantor/co-signer that meets the guarantor/co-signers qualifying standards below.
- Guarantors/co-signers must meet all of the above qualifications and must have at least five (5) times the monthly rent of the apartment being applied for. The guarantor must physically sign the lease either in the office or be notarized.
- Any applicants who have been determined to have criminal conviction or current indictment for possession, sale, manufacture or distribution of controlled substances, prostitution, theft, burglary, felony, fraud, or for any crimes involving firearms, weapons, or crimes against persons or property will be denied residency and occupancy. Guarantors/co-signers cannot be a substitute for this requirement.
- If Property accepts pets, please see pet requirements.

Management reserves the right to add or delete any or all of the above guidelines and qualifications. Management also reserves the right to deny an application if the information provided is deemed insufficient.

Application fee: Make check or money order payable to: ZPM MANAGEMENT LLC

Security Deposit: Make check or money order payable to: PR APARTMENTS LLC

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