



## Qualification Standards

### Income Verification:

We accept all sources of verifiable income. Your monthly income must be at least three times the amount of the rent based on gross income.

### Credit & Criminal Background Checks:

We use a third-party credit agency for all credit checks & criminal background checks. The credit agency determines your credit worthiness and obtains criminal background information. Based upon their findings, rental/mortgage verification and income verification, a deposit will be determined. If an applicant does not meet the qualifications standards, a letter explaining the reason(s) for rejection will be mailed to you.

### Up Front Fees:

The following fees are required to be paid at the time of application submission. Application(s) will not be processed without these fees being paid prior to processing.

- **Application Fee:** \$50 per adult
- **Administrative Fee:** \$200 Non-Refundable Fee per apartment home required to secure placement on the Priority Wait List. Paid with application fee(s).
- **To Reserve Your Home:** \$100 Good Faith Deposit – paid with application fees, and is credited toward move in costs. Refundable if reservation is cancelled within 72 hours of payment or the application is denied.

### Security Deposits:

- **Approved:** \$125 non-refundable deposit alternative fee OR refundable deposit equal to (1) month's rent
- **Conditionally Approved:** \$125 non-refundable deposit alternative fee PLUS a refundable security deposit based on the rental rate of the apartment OR refundable deposit equal to (1) month's rent
- **Conditionally Approved with approved Co-signer:** \$125 non-refundable deposit alternative fee PLUS a refundable security deposit based on the rental rate of the apartment OR refundable deposit equal to (1) month's rent

### Cat/Dog Requirements:

- Maximum 2 pets per apartment home. Animals must be fixed and current on required shots. Shot records are submitted through PetScreening.
- **Non-refundable/non-transferrable Pet Privilege fee:** \$300 for the first pet, \$200 for the second pet; no charge for assistance animals when approved by PetScreening.
- **Monthly pet rent:** \$30/month for the first pet, \$20/month for the second pet; no charge for assistance animals when approved by PetScreening.
- **Yearly PetScreening Fee:** \$20-\$25 per Household Pet per year; Assistance Animal Profiles and No Pet Profiles are free.
- **PooPrints** registration mandatory for all dogs who live at Fox Glen.

**Carpools:** Assigned and available for \$20/month per spot. Open parking is free and first come, first serve.

**Inside Storage Unit:** Free, 1 per apartment home

**Utilities:** Residents are responsible for electricity through Consumers Energy, internet and cable TV. Fox Glen includes free heat, water, trash and recycling pickup.

It is the policy of Fox Glen Apartments to treat all current and prospective residents in a fair, professional manner, without regard to race, color, religion, sex, national origin, handicap, familial status or source of income. Hearing Impaired toll free #: 1-800-877-TDDY.

EQUAL HOUSING OPPORTUNITY PROVIDER

(revised 01/12/2023)



## Join our Priority Reservation List!!

Fox Glen offers an exclusive priority reservation list for individuals who are interested in becoming future residents. Applicants on the priority reservation list are the first to know when an apartment style of their preference becomes available. Individuals on the list are contacted according to the date of application, and all possible measures are taken to meet any special requests.

### Requirements

- To be placed on the priority reservation list, each individual 18 years of age or older who will be listed as a resident will need to complete and submit a rental application, provide proof of verifiable income and rental/mortgage history. Any occupant 18 years of age or older will need to complete a criminal background form.
- A good faith deposit of \$100 and a \$200 administration fee will need to be paid to secure placement on the list.
- The application will be processed and pre-approved based on an average rental rate. We are not able to guarantee a rental rate at the time a priority reservation application is submitted.

### Approval

- All applicants must meet approval criteria to qualify for residency; the application pre-approval process will begin once an application has been submitted and the administration fee and good faith deposit has been paid. The approval process includes a credit/criminal background check as well as verification of verifiable income and rental/mortgage history.

### Notification and Acceptance

- As soon as an apartment has become available that matches the applicant's preferences, management will contact the applicant using their preferred method of contact with a quote.
- Once an offer has been made to an applicant, that applicant has **48 hours** to accept the apartment home. If a response is *not* received within the specified time, Fox Glen will consider the apartment forfeited and will offer it to the next applicant on the priority reservation list or place it back on the market as available to rent.
- Once a home has been "**selected**" the applicant must cancel within 72 hours from accepting the apartment home otherwise the good faith deposit of \$100 will be forfeited.

### Refund

- If the application is cancelled within 72 hours of submission or is denied, the \$100 good faith deposit will be refunded within 30 days. The administrative fee is non-refundable.
- **While we do our best to secure an apartment that best meets your preferences, we cannot guarantee that an apartment matching all your specifications will become available.**

Should you have any questions with regards to the priority reservation process, please contact the office at 989-792-2051 or [foxglenleasing@legacypmc.com](mailto:foxglenleasing@legacypmc.com).