



RENTAL POLICY

1. Sullivan Management does not discriminate on the basis of race, color, national origin, religion, sex, familial status, or handicap / disability. All apartment rates are based on one tenant per bedroom, though if requested, we may permit an additional tenant to reside in a bedroom.
2. **Although a security deposit is not required in order to process of an application, Sullivan Management will not hold an apartment for anyone until a security deposit equal to one month's rent is put down.**
3. **Please submit complete applications! All individuals age 18 and over that will be living in an apartment together must each submit a separate rental application.** Incomplete applications will not be processed. If sections of the rental application are left blank, we will not consider your application. Omission of information -such as rental history contact information- and/or false information is also grounds for denial. **If you will be receiving a subsidy, you must note this on the application and include documentation/proof of your eligibility.**
4. Once Sullivan Management has received complete applications from everybody who hopes to live together, rental qualifications will be determined based on employment / income and rental history (see rental criteria in #5). If your application is denied, you would receive back a security deposit had you put one down. If approved, we will keep the deposit and schedule a time for you to come into the office and sign a lease. **If you change your mind about renting, you would forfeit any security deposit put down to hold an apartment.**
5. Rental Criteria
 - a. **Employment/Income:** Sullivan Management looks for one year of steady employment with a monthly gross income of at least 2.5 times the portion of monthly rent. Students must provide proof of a reliable source of income along with their application, be it work study, student loans or another source.
 - b. **Rental History:** Sullivan Management looks for at least 2 years of satisfactory rental history. Previous violations of leases and/or money owed to previous landlords will result in denial of our rental application.
 - c. **Credit and Criminal History:** by signing the application, prospective tenants give Sullivan Management consent to run a full credit and criminal history check on them, the results of which will be used to inform our decision-making process.
6. Co-Signers: In some cases, if an applicant has insufficient income or rental history, tenants may be approved on the condition that a cosigner guarantees the lease. To do so, they must submit our Co-Signer's application- available for download at www.sullivanmgmt.com- and be approved.
7. Though it is not required, Sullivan Management strongly recommends that tenants purchase renter's insurance to cover their belongings.
8. We reserve the right to deny any applicant who exhibit threatening or inappropriate behavior toward any Sullivan Management employees, agents, or residents.