

# Birchview Apartments

2601 / 2602 Ardsley Circle  
Madison, WI 53713

---

## **Criteria for Applicant Approval**

Management reserves the right, at their discretion, to accept applicants with certain sub-standard criteria based on examination of individual circumstances.

- **Birchview Apartments is a NON-Smoking Property**
  - Anything that produces smoke or vapor is prohibited, and are cause for eviction if violated anywhere on premises.
  
- **Income**
  - Income must be at least 2.75 times rent (2.75 x Rent Amount = \$ \_\_\_\_\_)
  - Income must be verifiable, and lawful. Up to date check stubs will be required, along with employment verification from your employer.
  - Applicant must supply employment verification upon request if their employer uses a verification service.
  
- **Rental References**
  - All applicants must have a good rental history.
  - 12 to 24 months of tenancy must be accounted for and verifiable.
  - Applicants with no rental history must have co-signer.
  - Relatives are not considered rental references and will not be accepted.
  - No evictions in the past 5 to 7 years. Special circumstances surrounding evictions may be considered.
  
- **Credit Check**
  - Credit report is required with application. A \$25 fee will be charged during the application process to obtain a credit report unless the tenant can provide their own consumer credit report, from a consumer credit reporting agency that compiles and maintains files on consumers on a nationwide basis, that is less than 30 days old.
  - No credit history is acceptable; Co-signers are not acceptable to cover bad credit.
  
- **Background Checks Include but are not Limited to:**
  - Disorderly Conduct – 5 years minimum.
  - Destruction of property – 7 years minimum.
  - Felony Charges or Drug Related – Landlord Discretion
  - Co-signers are not acceptable to cover criminal history.
  
- **Occupancy Standards**
  - Two adults maximum (four persons allowed if immediate family)