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## *Trace on the Parkway Application Requirements and Resident Qualification Standards*

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### **Income Requirements**

- Gross combined monthly Income of 3 times the rent. Income is added together for all occupants on the lease.

### **Credit Requirements**

- Pass Credit Check
- No delinquent non-medical and non-educational debt or mortgage debt
- No foreclosures within the past 7 years
- No housing or utility collections, or any other non-medical or non-education related collections
- No judgements
- No bankruptcy that has not been discharged in the previous 4 years

### **Housing Requirements**

- No rental evictions
- Good landlord reference (no lease violations, owing money, unauthorized tenants, etc.)

### **Pet Requirements**

- No Pit Bulls, Rottweiler, Doberman, or mixture including these breeds
- All pets must be up to date on all vaccines. The most recent Veterinary Record for all pets will need to be submitted with an application

### **Assistance Animals**

- A letter from a physician or other medical professional describing the individual's disability-related need for an assistance animal will need to be submitted with an application
- Assistance Animals include an emotional support animal and a service animal

### **Criminal Requirements**

- No felonies of any kind in the past 10 years
- No Sex Offender / Sexual Predator convictions
- Must not have 3 or more Misdemeanor or higher-level convictions in the past 5 years

### **Frequently Asked Questions**

- **How long does it take to process the application?**  
72 business hours, once all the correct paperwork has been submitted
- **What documentation is required?**  
Government issued ID, proof of income or current tax returns and/or bank statements if self-employed
- **I don't meet some of the qualifications. Can I still apply for an apartment?**  
Yes, you can still apply, and we will review all aspects of your application.
- **Is there a fee to apply?**  
Yes, there is a non-refundable \$65 application fee to apply. Each occupant over 18 years of age is required to submit an application
- **Am I paying Kunkel Wittenauer my application fee?**  
No. All applications are processed by Rental History Reports. Please direct all inquiries regarding your file to the following address:

#### **Rental History Reports**

7900 West 78<sup>th</sup> Street, Suite 400 | Edina, MN 55439

Telephone (952) 545-3953 or (888) 389-4023

[www.RentalHistoryReports.com/Applicant](http://www.RentalHistoryReports.com/Applicant)