



info@tracedwardsville.com  
618-224-3320

# 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, German Shepherd, 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

### Leasing Fees

- Application Fee - \$65.00 per person over 18 years of age
- Administration Fee - \$500.00 non-refundable
- Security Deposit - \$1,500 refundable
- Pet Deposit - \$400 per pet – refundable
- Dog DNA Test - \$80 per dog
- Internet Set Up - \$95.00

### 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
- Are there Military or First Responder Discounts?  
Active military and first responders receive \$25 per month rental discount.  
Veterans and Healthcare Workers receive \$100 discount to their administration fee.
- 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 apply
- Am I paying Trace on the Parkway my application fee?  
No. All applications are processed by Findigs.  
Please direct all inquiries regarding your file to:  
[info@TraceEdwardsville.com](mailto:info@TraceEdwardsville.com) or call 618-224-3320