

**Georgetown Manor Apartments**  
**260 Christiana Road, B4, New Castle, DE 19720**  
**302-328-6231 georgetown@gellerproperties.com**

**Rental Policy**

The following summarizes the charges and minimum requirements necessary to qualify for an apartment.

**Application Fees, Rent, and Deposits:**

- \$50 non-refundable application fee per applicant (Applies to all occupants 18 years of age or older, and/or any Guarantors and Lease Holders. This fee is payable when application is submitted.)
- At the time of lease signing any pro-rated rent, the first full month's rent and security deposit are due. In most circumstances a lease signing meeting will be scheduled prior to move-in.

All applicants must be 18 years of age or older, and occupy the apartment full-time as their primary residence. All applicants, including Guarantors and Lease Holders who may not occupy the apartment, will be subject to a credit and background check.

**Required Documents:**

Documents needed for approval must be submitted when application is completed:

- A government issued photo identification.
- A Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). If a SSN or ITIN does not exist you may qualify on the condition that one of the two requirements for conditional acceptance are met.
- Four most recent pay stubs if receiving wage income, or, if other income is received, reliable documentation substantiating any other income being received.

If approved, the rental office will hold an apartment no more than five days from the initial move-in date scheduled.

**Candidate Qualifications:**

There are four main areas of required and preferred qualifications that Management will review to determine approval or denial of an application:

**Income Requirements:**

- Monthly gross income (before taxes) must be equal to or greater than three times the amount of the monthly rent. If there is more than one applicant, the incomes may be combined to meet this requirement.
- Your income must be verifiable with reliable documentation which can include paycheck stubs, a tax return, SSI or SSD statements, IRS Form 1099, a bank statement reflecting an amount in savings equal to or greater than the rent total for the lease term, an offer letter of new employment, or other documentation which is reliable to verify any source of income.

**Credit Requirements:**

- Applicant(s) credit report must be favorable to our preselected criteria. Management will review all reported credit history to determine approval. Any accounts in collections (excluding medical and/or educational accounts) could negatively affect your application.
- Applicant(s) must not have gone through bankruptcy in the last 12 months and any bankruptcy must be discharged for a minimum of 12 months. Applicant(s) must have re-established favorable credit if a bankruptcy is found on the credit report. Chapter 13 applicants must have continuous good payment history for at least 18 months of their plan and have no defaults or motions to dismiss.
- Applicant(s) must not have any utility balance owed or in collections.
- Applicant(s) must not have any judgment activity on their credit history.
- Applicant(s) must not have any repossession activity on their credit history.

**Background Requirements:**

- Applicants and all proposed Lease Holders or Guarantors must not have a violent or drug related felony conviction, nor be on probation or a participant in community control as a result of such violent felony conviction, in the last seven years from the date of application. Such conviction may include, but is not limited to assault, battery, rape, abuse of an adult or child, endangerment of a child, drug dealing, manufacturing, possession of illegal drugs, or other violent or drug related crime which is a felony.
- Applicants and all proposed Lease Holders/Guarantors must not have been convicted of any misdemeanor crime, except D.U.I. or D.W.I. or other traffic related offense, or received a deferred adjudication for any misdemeanor crime involving violence against others, including but not limited to: assault, battery, rape, abuse of an adult, or any crime involving assault or endangerment of a child, in the last five years. Applicant(s) must not have been adjudicated a sexual predator, habitual sexual offender, or sexual offender.
- Applicant(s) and all proposed occupants must not have been convicted of misdemeanors involving the use, possession, or intent to distribute any controlled substance or illegal drug within the last five years.
- Applicant(s) and all proposed Lease Holders or Guarantors must not have been convicted of any misdemeanor charges of domestic violence or animal cruelty in the last three years.

**Landlord Requirements:**

- Applicant(s) and all proposed Lease Holders or Guarantors must have good rental history. Any balances owed to a landlord, or which are in collections must have been cleared for at least six months before applying for an apartment.
- Applicant(s) must have given proper notice to their last landlord to terminate their current rental agreement, if applicable, before final approval of the application.
- Applicant(s) must have prompt payment history that is verifiable and receive a positive recommendation from his/her previous/current landlord(s). Exception is made if this is the applicant's first apartment.
- Applicant(s) must not have previously been evicted from a prior residence in the past five years.

**Pet Policy:**

Georgetown Manor Apartments is proud to identify as a pet friendly community! A \$450 non-privileged pet fee for each pet is required at move in. Up to two domesticated pets with a weight limit of 35 pounds each are accepted. Reptiles must fit into a 15 gallon tank. The following breeds are excluded, including mixes of these breeds-

American Pit Bulls, Akitas, German Shepherds, Rottweilers, Alaskan Malamutes, Presa Canaries, Siberian Huskies, Chows, Doberman Pinchers, American Staffordshire Bull Terriers, Dogo Argentino, Can Corso, and/or Staffordshire Bull Terriers. All pets must be registered with the office.

All dogs are subject to a visual inspection and Meet & Greet with a member of the office staff. Any dog that is deemed aggressive in nature towards people or other animals will not be permitted. Georgetown Manor Apartments does not allow visiting pets except to the extent required by state or federal law.

### **General Information:**

At Management's discretion, if you do not meet our preselected qualifications for income, credit history, or rental history you may be conditionally accepted with the addition of a Guarantor or Lease Holder. All Guarantors or Lease Holders must qualify on their own. All Guarantors must meet our financial requirements and receive a gross monthly income greater than or equal to 6 times the amount of monthly rent. Lease Holders may be required for a lack of credit/rental history.

If approved, Renter's Insurance is highly recommended for every unit. Georgetown Manor Apartments does not maintain insurance to cover your personal property or any personal injury.

On move-in day you must show proof that utilities for the unit have been put into your name before you will be given keys to the apartment.

**If your application is denied you will be notified by mail. For your privacy protection we will not review denial details over the phone.**