

645 Congress Street

Apartments & Retail in the Heart of Portland, Maine

RENTAL POLICY

In order to attract a vibrant, cooperative community of downtown tenants, we will conduct a screening of each applicant's rental, credit, employment and criminal history. To be considered for an apartment at 645 Congress Street, please submit a completed rental application, along with a \$20 non refundable processing fee.

Rental History: In order to establish evidence of a positive resident history, including rent payment history and lease compliance, we require three (3) years of recent, satisfactory rental references. Any applicant who has been evicted in the past three (3) years will be denied. Anyone evicted between three (3) and five (5) years ago will be considered on a case by case basis if the credit history in the last three (3) years is satisfactory.

Credit History: In order to determine an applicant's ability to pay the rent and evidence of positive rent payment history, we will conduct a credit check on each applicant.

Employment History: You must show the ability to pay the rent of the apartment for which you are applying. The rent must not exceed 40% of your monthly gross income. If you are unemployed and/or a full-time student, you must provide proof of a steady, reliable source of income. Those with no income may be approved to rent an apartment with an approved cosigner/guarantor.

Criminal History: We will deny any applicant who is a registered sex offender, has been convicted of a felony within the past five (5) years, or has shown a pattern of violent or drug-related activity over an extended period of time. Any applicant who has been convicted of a misdemeanor within the past five (5) years will be considered on a case-by-case basis.

Guarantors/Cosigners: If management determines that your application may be approved with a guarantor/cosigner, we will provide you with a cosigner application. We will verify credit, housing and employment references of the cosigner. This person will be required to sign a guarantee form at the time of lease signing.

Occupancy Guidelines: In order to prevent overcrowding, we will allow up to two (2) people in all studio and one bedroom apartments, with the exception of #204 and #209 which will have one (1) person.

Pets: Tenants are not allowed to have any pets at 645 Congress Street.

Once your application has been approved, you will be notified and will then have five (5) calendar days to submit a deposit equal to one (1) month's rent. During this five (5) day period, we agree to hold the apartment for you. Should you decide not to rent the aforementioned apartment after the five (5) day period has expired, the deposit is nonrefundable and will be kept to cover any rent loss incurred due to us taking the apartment off the rental market. At the time of lease signing, the last month's rent and a security deposit in the amount of one (1) month's rent will be due.

We are an equal opportunity housing provider. We will not discriminate against any person on the basis of race, color, age, religion, sex, ancestry, national origin, disability, familial status, sexual orientation, or status as a recipient of public assistance.

