

# Foxhill Apartments LLC

1900 S. Missouri  
Building 30 - Office Suite 3017  
Casper, WY 82609-3318  
307-237-5213 Fax 307-237-2501



## FOXHILL APARTMENTS STATEMENT OF RENTAL POLICY

- 1. WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER:** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. We also comply with all state and local fair housing laws.
- 2. APARTMENT AVAILABILITY POLICY:** A vacant apartment will not be deemed available until it has been pre-maintenenced, painted, cleaned, carpets cleaned, locks changed and prepared for a new resident.
- 3. OCCUPANCY GUIDELINES:** As per Fact Sheet #5 of Wyoming Fair Housing we follow the guidelines of two people per bedroom.
- 4. APPLICATION PROCESS:** Once we have received a completed application and the non-refundable application fee **(in the form of a money order or cashiers check)** we will not offer this unit to another applicant. If you meet our criteria and we approve your application we will require  $\frac{1}{2}$  of the security deposit **(in the form of a money order or cashiers check)** to hold the apartment until the day you move in. *If approved and the unit is held for more than three (3) working days and the applicant withdraws the application all monies deposited shall be forfeited to the landlord.* The day you move in, the other  $\frac{1}{2}$  of the deposit and the pro-rated rent will be due **(in the form of money order or cashier check)**. Unless otherwise stated after this payment you may make your payments with a personal check.

## RENTAL CRITERIA

- 1. INCOME –** Your combined gross monthly income must be at least 2  $\frac{1}{2}$  times the monthly rent.
- 2. RENTAL HISTORY –** All adults residing in the apartment need to provide one of the following:
  - a. You must have a minimum of 6 months, VERIFIABLE, SATISFACTORY** Rental history from an unbiased source.
  - b. An approved co-signer for 6 months.** (The co-signer must pass the same application and screening process you must pass, except that we will deduct the co-signers own housing costs and financial obligations before applying his or her income to our income standard.)
  - c. If you own your home rather than renting you may be required to furnish proof of such ownership.**
- 3. CREDIT HISTORY –** Your credit record must currently be satisfactory. If your credit history shows any unpaid collections or judgments, your application may be denied.
- 4. CRIMINAL CONVICTIONS –** Any criminal conviction within the past 10 years may be grounds for denial of your application.

## OFFICE HOURS

Monday – Friday 8:00 AM to 5:00 PM  
Closed Saturdays and Sundays