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## **How is Top of the Hill an Equal Housing Opportunity (EHO) provider?**

We do not discriminate on the basis of race, color, sex, national origin, religion, disability or familial status or on the basis of any additional protected classes as defined by state or local Fair Housing laws.

## **Does a felony conviction automatically disqualify me from living here?**

A felony conviction will not automatically disqualify you from living here. Federal Fair Housing guidance indicates that felony convictions must be evaluated on an individual basis, taking into consideration the nature and severity of the conviction and any other mitigating circumstances.

## **If I have a felony conviction, what information should I submit for consideration?**

We invite you to provide with your rental application information concerning the facts and circumstances of the offense, including your age at the time, your history since the offense, rehabilitation efforts, and any other information you wish to provide. All decisions regarding criminal background are at the sole discretion of management in compliance with our established policies and are made in accordance with all applicable Fair housing laws. If you have questions, please ask us.

## **What if there are inaccuracies in my arrest record, conviction record or pending accusations?**

In Prince George's County, MD, an applicant may provide evidence demonstrating any inaccuracies in their Arrest Record, Conviction Record, or Pending Accusations. The applicant may also provide evidence of rehabilitation or other mitigating factors.

## **Do you accept the reusable tenant screening form?**

No, we do not.



## **What are the steps to apply?**

1. All occupants 18 years or older must submit an application.
2. Each applicant must provide a current government-issued photo ID which is used by a third-party service to verify applicants' identities.
3. All applicants must provide one month's paystubs (most recent and consecutive) and, if needed, proof of additional income (i.e. court-ordered child support). We accept many sources of income--call for details. **If the income documentation you provide does not meet our minimum total household income requirement, we will cancel your application.**
4. After you pay the non-refundable application fee we'll inform you (usually by the next business day) if additional documents are required to verify your identity or address. Additional documents must be received within three days of our notice, not including Sundays or Federal holidays.

## **I have a new job & no paystubs!**

No problem! Provide your original job offer letter (on company letterhead) that states your name, start date & annual income.

## **How does my credit score affect my application?**

We submit your application to a third-party credit evaluation service. They tell us if you are approved without conditions, approved with conditions or denied. If you are approved with conditions, you will have to pay a larger security deposit.

## **How much is the application fee and deposit?**

You pay a non-refundable application fee of \$50 for each occupant 18 or older. If your application is approved, you pay a refundable security deposit of \$500. If approved with conditions the security deposit is \$1,000 or \$1,500 (call for details).

## **What is the income requirement?**

The total combined annual income for all leaseholders in an apartment must be at least 3.2 X the annual rent (example: \$1,000 monthly rent X 12 = \$12,000 annual rent X 3.2 = \$38,400 minimum annual income). There is no maximum income limit.

## **Do you accept Section 8 or other housing vouchers?**

Yes, Prince George's County requires all apartment communities to accept housing assistant payments. We do not participate in Second Chance programs.

## **Do you accept co-signers?**

No, but we accept a guarantor for full-time students who do not meet our income requirement. We do not accept guarantors if the applicant's credit does not meet our requirement. The guarantor must meet our income, credit & residency requirements. Call for details.

## **Do you offer military discounts?**

Yes, we offer 5% off the advertised rent at the time of application. The discount only applies to active-duty military personnel.

## **Are utilities included in the rent?**

Gas and electricity are included. You pay only water/sewer--the cost is percentage-based from a formula we are required to use by Prince George's County, MD. We set up the account for you and the water/sewer billing company charges you a \$10 setup fee that appears on your first bill.

## **Do you accept dogs/pets?**

We don't accept dogs. We allow up to 2 cats per home. Other pets--if it always lives in a cage, bowl or tank then generally we allow two per apartment (call for details). For fish, we allow 50 gal maximum tank size.

## **How much is the pet deposit and pet rent?**

Fees are for cats only: refundable deposit of \$300 for one cat, \$450 for two cats, due after your application has been approved. Additional rent is \$35 monthly per cat.

## **What must I bring to see an apartment?**

Each person who is at least 18 years old must bring one valid, current Photo ID: driver's license, passport, state or other government-issued ID, student ID, Permanent Resident Card (green card) or military ID.

## **Do you offer short-term leases?**

Our standard lease is 12 months.

## **What about parking?**

We have ample unreserved spaces on our surface lots. There is also some public street parking nearby on Curtis Drive. Residents parked in our lots must display a current community-issued permit at all times. Visitors may park anywhere on-site from 7:00AM - 11:00 PM, after which they must park in our marked visitor spaces located throughout or use off-site public parking (local laws apply).

## **How many parking permits do you issue per apartment?**

We issue one permit per leaseholder with a valid driver's license and a vehicle with current registration in the leaseholder's name. We issue up to one permit per studio apartment, two permits per one bedroom apartment and four permits per two-bedroom apartment.

## **Do you have furnished apartments?**

No, but there are furniture rental companies nearby.

## **What must be paid on move-in day?**

You pay a full month's rent. If you move in any time after the 1st day of the month, we reduce your second month's rent by the amount you pre-paid when you moved in.

## **What happens at lease end?**

At the end of your lease, you will continue on a month-to-month basis. If you decide to move, we require that you notify us in writing at least 60 days in advance.