



## RESIDENT APPLICATION PROCESS

Hidden Oak Apartments  
1515 First Ave. Jackson, MS 39203  
[info@HiddenOakApartments.com](mailto:info@HiddenOakApartments.com)  
601-791-1515

Hidden Oak Apartments is a small private community, and we strive to provide a positive environment by selecting only the most qualified tenants to be a part of our community. As such, we have a very stringent selection process. A community with screened tenants is a safer, quieter community for everyone. We do not discriminate based on race, religion, or any other characteristic protected by law. We welcome all qualified residents.

- RENTAL APPLICATION FEE IS NON-REFUNDABLE.** We have a non-refundable thirty-five dollar (\$35.00) application fee per applicant. All information on the application must be verifiable. False information provided on an application will result in an immediate rejection.
- HOLDING/SECURITY DEPOSIT.** After we approve your application, you must pay a *refundable* **\$495** holding deposit to hold the apartment. You must then sign a lease within 72 hours or risk cancellation. Upon signing a lease, the holding deposit will become your security deposit subject to the terms of the signed lease.
- INCOME REQUIREMENTS.** You must have a gross income of at least \$1,350 per month, which is equal to roughly two and half times the monthly rent. We must be able to verify your income. Please provide the last two pay stubs, a current tax return, and/or a letter from your employer. We do not count allowances from parents, scholarships, commissions, tips or other inconsistent cash flow as income. Alimony or child support can be considered verifiable income with proper documentation. You or your spouse must be employed for six months or more by the same employer.
- SELF-EMPLOYMENT OR RETIREMENT.** You must provide proof of income such as a copy of federal income tax return, monthly bank statements, and other similar documentation.
- NUMBER OF PERSONS IN AN APARTMENT.** A maximum of two people may occupy a one-bedroom apartment.
- PETS.** Small pets *may* be allowed but only upon management's written approval. Dogs are not allowed. We charge a non-refundable \$300 pet fee.
- CREDIT HISTORY.** We use your credit history to evaluate your application. We will deny your application with excessive credit issues such as bankruptcy, liens, late payments, collections and repossession of property, NSF checks, and lawsuits for collection of debts.
- RENTAL HISTORY.** We require that you have verifiable excellent rental history. Negative rental history includes evictions, two or more NSF checks, late rental payments, noise complaints, excessive damage to property, or any other objective history.
- CRIMINAL BACKGROUND CHECK.** Do not apply if you have a criminal background unless your crime is a protected class under the Fair Housing Act.
- VEHICLES.** Due to limited parking, only one vehicle per apartment is allowed to park in the parking area. No recreational, all-terrain vehicles, boats, campers, buses, semi cabs or motor homes are allowed on the property. On-street parking is allowed.
- RENTER'S INSURANCE.** We require all tenants to purchase renter's insurance. Verification must be submitted.
- ENTERGY:** Contact Entergy to turn on the electrical service prior to your move-in date. 1-800-ENTERGY

Your signature below signifies that you have read and understand the application process. You also understand that we will obtain rental information from previous landlords, credit history, background information and we will verify your income.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date