



Rental Policy

Summit Management Services, Inc.

We evaluate Applications for Housing in the following manner:

You must submit a completed “Application for Housing” on our standard form. Although not applicable in our Affordable (federally-subsidized) Housing division, you will be required to pay an “Application Fee”, **which is NOT refundable under any circumstance.** Applications will **not** be processed without the “Application Fee”. Additionally, we may also require you to pay a “Holding Fee”.

If your Application for Housing is APPROVED (meaning that you meet or exceed our criteria for housing) and you choose NOT to accept the housing offered to you, for any reason or for no reason, you will FORFEIT ALL FEES PAID (“Application Fee” AND “Holding Fee”).

If your Application for Housing is DENIED (meaning that you did not meet our criteria for housing and your Application is rejected), any HOLDING FEE PAID will be returned to you within thirty (30) days from the date of the Notification to you of DENIAL. **The “Application Fee”, as noted above, WILL NOT BE REFUNDED UNDER ANY CIRCUMSTANCE.**

We will determine whether, from your responses to questions on the Application for Housing, you qualify for the housing unit you are applying for based on our Rental Criteria. So you are aware we, or the partners we utilize for Application processing, may employ and generate Credit Reports, Criminal background checks, seek Court Records and utilize other Consumer Reporting methods in order to determine whether or not you meet our Rental Criteria.

If you DO NOT qualify for our Housing, we will reject your “Application for Housing” and notify you and provide you with the Contact Information of the organization that can advise you as to why the “Application for Housing” you submitted was rejected.

If you DO qualify for our Housing, you will be advised accordingly and, any “HOLDING FEE” (if applicable) paid, will be credited toward your SECURITY DEPOSIT which will be fully due (along with any other charges, for example, such as rent, rent pro-ration, pet fees, etc.) prior to giving you possession of the Dwelling Unit.

