Statement of Rental Policy and Applicant Criteria

1. Tours
Property tours are offered during designated times, typically during daylight hours. A valid government issued photo ID showing date of birth and current address is required for all tours.

2. Apartment Availability
Apartments are considered available once management receives official notice that a current resident intends to vacate.

3. Occupancy Standards
- Studio: Maximum of 2 persons
- One Bedroom: Maximum of 3 persons

4. Application Process
Each person who intends to occupy the apartment must complete an application in full. Applications are reviewed according to the CommonPlace rental criteria:

5. Application & Admin Non-Refundable Fee
- Head of Household Application Fee: $50 application fee
- Additional Applicant Application Fee: $50 application fee
- Admin Fee: $150 per household

6. Rental Criteria
- **Move-In Specials:** Any move-in specials (if offered) are subject to approved credit, acceptable rental history, and required income levels.
- **Income:** Gross monthly income must be at least **2.5 times** the monthly rent. Three months of current proof of income is required.
- **Credit History:** Credit History must be satisfactory. *Applicants with an open bankruptcy, eviction, or unpaid rental-related debt may be disqualified.*
- **Guarantor (Co-Signer):** If income or credit history does not meet requirements, a guarantor may be accepted. The guarantor must earn at least *5 times* the monthly rent and meet all other rental criteria. The applicant must still earn no less than half of the monthly rent and meet all other criteria.
- **Rental History:** The most recent two years of rental history must be satisfactory. *An eviction* or negative history may result in denial.
- **Criminal History:** A felony conviction or guilty plea will disqualify the applicant. Certain misdemeanors involving dishonesty, violence, or more than one

DUI within the past five years may also result in denial.

7. Penalty for False Information

Providing false or fraudulent information on an application will result in automatic denial or termination of the lease.

8. BoomScreen Verification

1. **What is BoomScreen?**
    a. BoomScreen is the secure online screening platform we use to process rental applications. Through BoomScreen, you will complete your application, verify your identity, verify your income, and provide your rental history. BoomScreen also completes credit, criminal (where permitted by law), and housing court checks as part of the screening process.

2. **Why do I need to complete verification through BoomScreen?**
    a. BoomScreen helps protect both applicants and our communities by securely verifying identity and income information and helping prevent fraud. Completing every step allows your application to be reviewed faster and more accurately. To avoid delays, please enter your full legal name exactly as it appears on your government-issued ID, and provide accurate contact information for your current and previous landlords, as BoomScreen will reach out to them to verify your rental history.

3. **What documents may I need to provide?**
    a. Depending on your income type and employment situation, you may be asked to provide:
        i. Recent pay stubs
        ii. W-2s
        iii. Bank statements (PDF format only; screenshots and photos are not accepted)
        iv. Tax returns (e.g., Form 1040 for self-employed applicants)
        v. Other supporting financial or verification documents, if requested
        vi. Government-issued photo ID
        vii. A selfie to confirm your identity matches your ID
    b. Income documents are reviewed in real time to confirm that each

document is the type requested, covers the required timeframe, and includes your name and pay period dates. Please make sure every document you upload is complete, current, and clearly shows this information.

c. If additional documents are needed after you submit your application, you will receive a text and email with an upload link and a note listing exactly which documents to provide.

4. **Who do I contact if I need help with my application?**
    a. BoomScreen support is available 24/7 by chat. Click "Support" in the top right corner of your application to reach the BoomScreen team.

Additional Qualification Information

Please note that qualification requirements may vary by property and applicant circumstances. The information provided in this FAQ is intended as a general overview and may not represent a complete or exhaustive list of qualification criteria,

Fair Housing Statement

We are committed to providing housing in accordance with all federal, state, and local Fair Housing laws. We do not discriminate on the basis of race, color, religion, sex, disability, familial status, national origin, or any other protected class applicable under federal, state, or local law.

All applications are reviewed using consistent screening criteria and community policies. Reasonable accommodations and modifications are available upon request in accordance with applicable Fair Housing regulations.