



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: \$25 application fee
- Additional Applicant Application Fee: \$25 application fee

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

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or termination of the lease.

8. SNAPPT Verification

1. What is SNAPPT?

- a. SNAPPT is an Applicant Trust Platform used to help verify identity, income, employment, and supporting application documents during the leasing process. SNAPPT helps our team review applications securely and efficiently while reducing fraud.

2. Why do I need to complete verification through SNAPPT?

- a. SNAPPT helps protect both applicants and our communities by securely reviewing application documents and identity information. This process allows applications to be reviewed faster and more accurately.

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. Bank statements
 - iii. Government-issued ID
 - iv. Offer letters
 - v. Tax returns
 - vi. Proof of additional income
 - vii. Some applicants may also have the option to securely connect payroll or banking information directly through SNAPPT.

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.

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