

Rental Qualifying Criteria and Occupancy Standards

The Community adheres to The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability). The following qualification standards will be required from every prospective resident. An application must be submitted by each person 18 years of age or older, who will be occupying the rental unit.

Identifications accepted: All applicants must provide a government issued identification, for example, drivers license, state ID, passport (foreign passport is also acceptable), and matricula consular. Social Security or ITIN will be needed to obtain credit history.

Occupancy Standard: Two-person maximum occupancy per bedroom, other spaces such as den or living room can be considered as a bedroom if the square footage is at least 150 square feet, and the dining room is 100 square feet. The only exception is a situation in which someone is seeking temporary sanctuary from domestic violence.

Availability Policy: Apartments become available to pre-lease when a notice to vacate is submitted by the current resident and approved by the management.

Income Requirements: The gross monthly income of all leaseholders will be considered jointly and must equal to three

(3) times the market rent of the selected apartment. All income must be verifiable with employer. The following will be considered as proof of income:

- Most recent 30 days' worth of pay-stubs.
- Previous year's tax returns
- 3 Months of Bank Statement if self-employed.
- Unemployment benefits will not be accepted as a valid form of income. Child Support & Alimony can be considered as a form of additional income by providing us with the Court Ordered Documents but cannot be the only source of income. Employment must still be verified.
- Social Security and Retirement can be accepted with verifiable Awards Letter.

Employment Verification: Leaseholder(s) must be currently employed or provide written evidence of regular income $2\frac{1}{2}$ times the market rent. All lease holders must have at least six (6) consecutive months of verifiable employment with the same U.S. based verifiable employer or in the same industry. Offer letters can be considered as proof of income if the employer is able to verify salary and start date. Annual Retirement/Pension Statements are acceptable as proof on income.

Self-Employment: Must provide the previous year's personal income tax return, current business license and three (3) months of personal bank statements as evidence of income. Persons who hold jobs that receive commission only, base salary plus commission, tips, or bonuses will be considered self-employed.

Residency: All previous addresses will be verified for rental history. Twelve (12) months of verifiable rental history is required. If evictions/judgements occurred in the past year, the application will be denied. Unpaid balances related to rental history in the past year exceeding \$2,000 will also result in a denied application.

Credit scoring: A complete credit history from a credit bureau is required from a third-party vendor.

Credit Requirements: Credit history must have minimal derogatory accounts. Outstanding balance related to utilities will affect the final decision. No tradelines and/or lack of rental history will require an additional deposit. Bankruptcy/foreclosure will be subject to review and an additional deposit will be required if the bankruptcy/foreclosure was filed in the past five years.

Criminal History: As part of the screening process, the criminal history will be obtained for all applicants.

- **Felony charges:** Deferred adjudication or case pending will be considered as a felony charge.
 - Items such as assault, battery, deadly conduct, injury to child or elderly, kidnapping, manslaughter, murder, robbery, blackmail, extortion, racketeering, gang participation, attempt to purchase, maintain place for drug use, manufacture for sale, possession of cocaine/meth, trafficking or smuggling, child pornography, prostitution, public lewdness, sexual assault, rape, sex abuse, sex exploitation of minor, sodomy, statutory rape, fail to register as sex offender, indecent exposure, peeping, and other offenses related or similar offenses that occurred in the past 99 years will result in denial of the application.
 - Items such as arson, breaking & entering, burglary, criminal damage, grand larceny, malicious injury to property, receiving stolen property, theft, affray, menacing, reckless endangerment, terroristic threats, and other offenses related or similar offenses that occurred in the past, counterfeiting, credit card abuse, embezzlement, forgery, identity theft, insurance fraud, obtain by false pretenses, uttering, welfare fraud, deliver drugs/weapons to prisoner, escape, fleeing police, hindering apprehension, obstruction of justice, false statement to officer, resisting arrest, discharging firearm, felon possessing firearm, manufacture destructive device, negligent use of weapon, throwing missiles, and other offenses related or similar offenses that occurred in the past 10 years will result in denial of the application.
 - Animal abuse, animal neglect, abandonment, abuse, domestic violence, endangering a child, injury to child, criminal mischief, criminal attempt, engage in riot, fighting, hit and run, harassment, stalking, and other offenses related or similar offenses that occurred in the past 5 years will result in a denial of the application.
 - Items such as aid and abet theft, petty theft, shoplifting, tampering, vandalism, contributing to the delinquency, harboring a runaway child, non-support, truancy, accessory to crime, disturbing the peace, fail to pay fare, loitering, disorderly conduct, public swearing, brandishing weapon, carrying concealed weapon, no gun permit, and other offenses related or similar offenses that occurred in the past 3 years will result in denial of the application.

- **Misdemeanor charges:** Deferred adjudication or case pending will be considered as a misdemeanor charge.
 - Items such as assault, battery, deadly conduct, injury to child or elderly, kidnapping, manslaughter, murder, robbery, child pornography, prostitution, public lewdness, sexual assault, rape, sex abuse, sex exploitation of minor, sodomy, statutory rape, fail to register as sex offender, indecent exposure, peeping, and other offenses related or similar offenses that occurred in the past 99 years will result in denial of the application.
 - Items such as blackmail, extortion, racketeering, gang participation, drug related, trafficking, smuggling, and other offenses related or similar offenses that occurred in the past 10 years will result in denial of the application.
 - Items such as arson, breaking & entering, burglary, criminal damage, grand larceny, malicious injury to property, receiving stolen property, theft, affray, menacing, reckless endangerment, terroristic threats, counterfeiting, credit card abuse, embezzlement, forgery, identity theft, insurance fraud, obtain by false pretenses, uttering, welfare fraud, contempt, deliver drugs/weapons to prisoner, escape, fleeing police, hindering apprehension, obstruction of justice, false statement to officer, resisting arrest, discharging firearm, felon possessing firearm, manufacture destructive device, negligent use of weapon, throwing missiles, conspiracy, attempt to engage in organized crime, and other offenses related or similar offenses that occurred in the past 5 years will result in denial of the application.
 - Items such as abandonment or neglect of animal, animal abuse, animal bite or attack, dog fighting, abandonment, abuse, domestic violence, endangering a child, injury to child, criminal mischief, criminal attempt, engage in riot, fighting, hit and run, harassment, stalking, and other offenses related or similar offenses that occurred in the past 3 years will result in denial of the application.
 - Items such as aid and abet theft, petty theft, shoplifting, tampering, vandalism, contributing to the delinquency, harboring a runaway child, non-support, truancy, accessory to crime, disturbing the peace, fail to pay fare, loitering, disorderly conduct, public swearing, brandishing weapon, carrying concealed weapon, no gun permit and other offenses related or similar offenses that occurred in the past 1 years will result in denial of the application.

Animals: All animals must be approved by management. Two (2) pets allowed per dwelling. Weight and breed restrictions apply to all pets and maximum weight limit is 50 pounds per pet. The following list of breeds or crossbreeds are restricted - Pit Bull Terriers, Staffordshire Terriers, Rottweilers, German Shepherds, Presa Canarios, Chow Chows, Doberman Pinchers, Akitas, Wolf-Hybrids, Mastiffs, Cane Corsos, Great Danes, Alaskan Malamutes and Siberian huskies.

Automatic denial: Falsified information including Social Security Number (unless proof is provided) or Fact Act Fraud Alerts will be automatic denials. Paid fees will NOT be refunded for falsified applications.

Cancellations: Application deposits will only be refunded on denied applications. Deposits will not be returned for cancellations or if false information was provided during the application process, such amount will be retained as liquidated damages.

By signing below, you acknowledge and agree to the above statements and terms.

Management signature

Date

Applicant's signature

Date

Application Package

The following forms must be completed and signed by all occupants 18 years of age and older before management will be able to process the applications. Separate Applications & fees will be required for each Applicant.

Bring the Following:

- ☐ **Proof of Income:** (30 Days' worth of consecutive pay stubs or previous year tax returns / most recent bank statement for self employed).
- ☐ **Identification:** Government issued identification
- ☐ **Payment:** Fees be paid **online only**

Application Fee: **\$50**

Administration Fee: **\$150**

Risk Assessment fee: **\$350 - \$650**

By signing below, you are acknowledging that you understand and agree to provide the requirements listed above.

Applicant's signature

Date

Applicant's signature

Date