

APPLICATION QUALIFICATION CRITERIA I

Our community supports The Fair Housing Act as amended, prohibiting discrimination in housing based on race, color, religion, sex, national origin, familial status or disability. Please note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation that all residents and occupants currently residing at this community have met these requirements. There may be residents and occupants that have resided at this community prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from various resident credit reporting services used. Please review this information before completing the application and paying the application processing fee, which is non-refundable. Falsification of information on the application will result in denial of residency and loss of application deposit as liquidated damages for our time and expense.

IDENTIFICATION**

All applicants must present a valid driver's license or other government-issued photo identification and one of the following: 1) a United States government issued Social Security number; 2) Form I-94 Arrival-Departure Record; 3) temporary resident alien card verifying approved entry by the United States government (I-94W); 4) I-551 Permanent Resident Card (Alien Registration Receipt Card); 5) Form I-688 Temporary Resident Card; 6) Form I-688A Employment Authorization Card

JOB STABILITY (current and previous)**

- ◆ Applicant must supply 6 months of stable verifiable employment. If less than 6 months of employment history, an additional deposit or guarantor may be required.
- ◆ If retired or not employed, applicant must pass income, credit and criminal criteria, or pay an additional deposit or provide a guarantor.
- ◆ If self-employed, applicant must produce bank statements which show sufficient to meet minimum income requirements, or pay an additional deposit or provide a guarantor.
- ◆ No job but a full time student (minimum of 9 hours) must provide proof of school enrollment, and must provide either additional deposit or provide a cosigner.

RENT/EARNINGS RATIO **

- ◆ All applicants must have a verifiable income source.
- ◆ Applicants must make at least 3 times the rental amount less any concessions or incentives. If applicant's income is not sufficient, a guarantor may be required. Guarantor's income must be 3 times their rent/mortgage plus 3 times the proposed applicant's rent combined.

CREDIT RATINGS (past 24 months) (Excluding student loans and medical accounts)

- ◆ An applicant may be denied with an unsatisfactory credit report.
- ◆ If 50% or greater negative credit the applicant must pay an additional deposit.
- ◆ The presence of utility collection accounts will require further review.
- ◆ Any bankruptcies in the previous 24 months must be discharged and a debtors list presented.
- ◆ Foreclosure history in the past 24 months may be allowed with additional deposit or guarantor so long as there is clean rental or no rental history since the filing.
- ◆ Any unresolved tax liens; any unpaid rental housing debt or evictions will result in automatic denial of the application.

RENTAL HISTORY

- ◆ First time renters need additional deposit or guarantor.
- ◆ Must have at least 6 months of verifiable and positive residency history. Verification must be by apartment community or organization. It cannot be made by an individual unless proof of payments on a timely basis can be made
- ◆ If the landlord reference would not relet to the applicant due to lease violation then application is automatically rejected.
- ◆ Mortgage – must be verifiable via credit report or formal written documentation of home ownership.

ROOMMATES MUST QUALIFY INDIVIDUALLY IN ALL AREAS EXCEPT INCOME. ROOMMATES COMBINED INCOME MUST MEET RENT/EARNINGS RATIO FOR THE APARTMENT.

CRIMINAL BACKGROUND

- ◆ An applicant or occupant will automatically be denied in the event of a felony conviction or received adjudication for felony offense(s) in the previous 100 years.
- ◆ An applicant or occupant with a misdemeanor conviction may still be considered. Maximum of three misdemeanors of record.
- ◆ Individuals with misdemeanor convictions involving sexual misconduct, drug-related crimes, theft by check or a physical crime against a person or another person’s property will be disqualified unless the record is older than seven (7) years.
- ◆ An applicant or occupant will automatically be denied should the applicant appear on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies.

GUARANTORS - Guarantor must not have any automatic rejections and qualify in all other criteria areas. Guarantors must reside in the United States.

OCCUPANCY STANDARDS - Two people per bedroom (Exception - child less than 6 months), three people per one bedroom with a study.

DEFINITION OF OCCUPANTS – Occupants are immediate family members under the age of 18 or legal dependents as indicated on the most recent federal or state income tax form. Occupants must not have any automatic rejections. All others need to apply for lessee status, complete an application and be screened

****NOTE: The identification, income, employment and deposit requirements may be modified if required by federal subsidy or financing programs**

Based on final results of applicant screening, a guarantor or an additional deposit of \$_____ may be required.

By signature below, Applicant acknowledges that he/she has reviewed the rental selection criteria, which includes reasons why the application may be denied. The Applicant understands that if he/she does not meet the rental selection criteria or fails to answer any question or gives false information, we may reject the application, retain fees allowed by statute and terminate any right of occupancy.

APPLICANT SIGNATURE

DATE

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