Rental Qualifications and Policies

IMPORTANT – PLEASE READ CAREFULLY BEFORE SUBMITTING YOUR APPLICATION:

By submitting this application, you acknowledge and agree with the following:

Equal Housing Opportunity Statement

We are an Equal Housing Provider and comply fully with all federal, state, and local fair housing laws. We do not discriminate against any person based on race, color, religion, sex, gender, sexual orientation, gender identity, familial status, national origin, disability, or any other protected class under applicable law.

General Application Policies

1. **Identification:** All prospective residents must provide a valid state or federal government-issued photo ID prior to touring the community or submitting an application. ID verification is completed using a third-party system. The same verified ID must be presented again at move-in.
2. **Rental Application:** A rental application will be offered to any prospective resident who wishes to complete one.
3. **Social Security Number / Status Documentation:** All applicants must provide a valid Social Security Number or proof of legal residency status.
4. **Age Requirements:** All applicants must be at least 18 years of age. All adults 18 years and older who will reside in the apartment must complete a rental application and meet all rental criteria. Any minors who will reside in the apartment must be listed on the application and remain under the direct supervision of the adult applicant(s).
5. **Credit and Criminal Screening:** All applicants will undergo a credit and criminal background check through a third-party screening provider.
6. **Application Fee:** Applicants are required to pay a non-refundable application fee at the time of application submission.

Income Requirements

All applicants must show gross monthly income (before taxes) equal to at least three (3) times the monthly rent.

Combined income may be considered for multiple leaseholders applying together.

How Income is Verified

When you submit your application, we will first attempt to verify your income automatically through The Work Number database.

1. If income verification is successful through The Work Number, and it matches the employment information listed on your application and meets the income requirement, then no further action is required.
2. If income verification is not available, does not match, or does not meet the income requirement, you will receive a secure link by email and/or text to complete Yardi Verification of Income (VOI).



If You Receive a VOI Link

1. Open the secure link sent to you.

Link your personal U.S. payroll account (such as ADP, Workday, Paychex)
OR
Link your personal U.S. bank account showing regular direct deposit income.

Using Liquid Reserves (If Income Does Not Qualify)- If the recurring income does not meet the required amount, applicants may qualify based on verified liquid reserves:

- Personal U.S. bank account must show available funds equal to at least three (3) times the monthly rent multiplied by the number of months in the full term of the lease.
- Funds **must be in the applicant's name only** at a U.S. financial institution.
- Funds must be verified through Yardi VOI.
- Loans, lines of credit, or third-party funds (gifts, borrowed money) are not considered liquid reserves.

Important Requirements

- Only **your** personal U.S. payroll or U.S. personal bank account may be linked.
- Joint accounts, business accounts, foreign accounts, or accounts belonging to another person are **not** accepted.
- Linking incorrect or ineligible accounts will delay and may disqualify your application.
- Printouts or paper statements or screenshots are not accepted unless specifically requested by management.

Credit Requirements

1. A credit report will be processed on each applicant and will be considered in determining overall creditworthiness.
2. An unsatisfactory credit history may disqualify an applicant from renting. Unsatisfactory credit history includes past or current bad debts, late payments, unpaid bills, liens, judgments, or bankruptcies.
3. Medical-related derogatory accounts will not be considered in the qualification decision.
4. If the decision to deny tenancy is based partly or entirely on information from a consumer reporting agency or tenant screening service, the applicant will receive a written notice containing:
    - A statement that the decision was based on information in a credit report,
    - The name, address, and phone number of the agency that provided the report,
    - Information about the applicant's right to request a free copy of the report and to dispute any inaccuracies.
5. If an applicant meets all other qualifying criteria but has moderately unsatisfactory credit, an additional security deposit may be required.
6. Applicants with no credit history will be treated as having good credit; however, an additional security deposit or co-signer may be required.

Rental History Requirements

1. One year of positive verifiable recent rental history or home mortgage payment history is required.
2. Rental history must be verified through a third-party landlord or mortgage holder. Verifications from relatives or personal friends will not be accepted.
3. Applicants with no rental history will be treated as having good rental history; however, an additional security deposit may be required, contingent upon meeting all other rental qualifications.



Criminal Background Screening

1. A criminal background check will be conducted on all applicants.
2. Criminal history may disqualify an applicant from residency. Each applicant's criminal background will be evaluated in a manner consistent with applicable laws.
3. Charges that resulted in no conviction will not be considered grounds for denial. Pending criminal charges may delay a leasing decision until resolution.

Pet Screening Requirement

All applicants, regardless of pet ownership status, are required to complete a third-party online pet screening application at PetScreening.com prior to move-in. This includes applicants with no pets, assistance animals, or emotional support animals.

One dog is allowed per apartment.

- The maximum allowed weight for a dog is 25 pounds.

Cats are permitted with the following restrictions:

- Must be indoor-only.
- Must be neutered or spayed.
- Limit of two (2) cats per apartment. (If there is a dog then only one cat would be allowed.)

Co-Signers (Guarantors) - Co-signers are only permitted under limited circumstances:

- For full-time students with insufficient income, or applicants with no established credit or no rental history.
- Co-signers are not permitted to overcome bad credit or negative rental history.
- Co-signer must demonstrate gross monthly income of at least four (4) times the monthly rent.
- Co-signer must have excellent credit history, no recent delinquencies, judgments, or collections.

Co-signers must complete a full application, including all verifications outlined in this document.

Application Rejection Criteria

Applications will be automatically denied for the following reasons:

- Eviction for non-payment of rent or other charges.
- Eviction for non-compliance with a prior lease agreement.
- A record of any unresolved debt to a previous landlord or mortgage holder.
- Involuntary repossession of material or personal property.
- Falsification of any information on the rental application.
- Failure to pass the ID Verify System.
- Any open or pending bankruptcy, un-discharged bankruptcy, or closed bankruptcy within the last 12 months.
- Listed on a lifetime sex offender registry or convicted of any of the following felony offenses: First degree felonies, murder, rape, sex crimes, violent crimes against children, arson, crimes involving explosives.
- Convicted of a felony offense involving the sale or manufacture of a controlled substance or convicted of a violent felony offense not covered above, if the conviction or exit from incarceration occurred within 7 years of application.
- Convicted of a nonviolent felony offense including drug use or possession, or convicted of a violent misdemeanor, if the conviction or exit from incarceration occurred within 5 years of application.
- Convicted of 3 or more unrelated violent felony offenses not covered above, if the convictions or exit from incarceration occurred within 15 years of application.
- Convicted of 3 or more unrelated felony offenses, or convicted of 3 or more unrelated violent

misdemeanor offences, if the convictions are not covered above and the convictions or exit from incarceration occurred within 10 years of application.
- Convicted of 3 or more unrelated misdemeanor offences, or convicted of 1 violent misdemeanor, if the convictions are not covered above and the convictions or exit from incarceration occurred within 4 years of application.

A denial for the reasons listed above for any applicant will result in a denial for all applicants.

Individualized Criminal Record Assessment - If the applicant applies for residency and is denied for the criminal history factors indicated above, the applicant may request an individualized assessment of the criminal record. If the applicant is denied, detailed instructions shall be given for the assessment procedures.

Rental Policies

Occupancy Standards

- All occupants must be listed on the rental application and, if approved, the Lease/Rental Agreement.
- Occupancy limits:
  - One Bedroom: 2 Occupants
  - Two Bedroom: 4 Occupants
  - Three Bedroom: 6 Occupants

Occupants less than one year of age at move-in do does not count toward the occupancy limits. Apartments with a Den can add an additional 2 Occupants.

Vehicles / Garages

- One Bedroom: 1 vehicle per leaseholder
- Two Bedroom: 1 vehicle per leaseholder, not to exceed 2 vehicles total
- Three Bedroom: 1 vehicle per leaseholder, not to exceed 3 vehicles total
- All vehicles must be currently registered, operational, and parked only in designated areas.
- Garages are for vehicle parking only and may not be used for storage.

Management reserves the right to evaluate all applications on a case-by-case basis and make decisions based on overall qualification standards and business judgment.

Applicant Signature: _____

Date: _____

EQUAL HOUSING OPPORTUNITY