

RESIDENT SCREENING CRITERIA

Palms Associates, LLC is happy to offer housing opportunities to all prospective residents who meet our resident screening criteria regardless of their: Race, Color, Religion, National Origin, Sex, Familial Status, Disability, Elderliness, Sexual Orientation, Gender Identity, Veteran Status or Source of Funds. Palms Associates, LLC utilizes a third-party screening system to evaluate applicants. Information obtained through a credit report and criminal background check will be used in determining eligibility to live at our community. In the event of a decline, the applicant will be provided with an Adverse Action Letter that contains information on how you can obtain information that may have resulted in this decision.

Identification

- A valid, government issued photo ID will be reviewed at time of application.
- Applicants applying online should present a valid, government issued photo ID for review within 72 hours of application.

Occupancy

- All applicants must be at least 18 years of age. All persons at least 18 years of age are required to be a leaseholder.
- All occupants should be listed on the application, including minors.
- Palms Associates, LLC operates with the federal occupancy standard of two occupants per bedroom as a maximum.

Residential Rental History

- Past rental verification(s) will be sent to past landlords or management companies on all applicants. Palms Associates, LLC reserves the right to deny any application based on the information obtained from these verifications.

Income/Source of Funds

- Gross monthly income must equal or exceed 3 times the monthly market rent for the selected unit.
- Source of Funds must be verifiable. For the purposes of your rent to income ratio we will take into consideration all sources of funds (including the value of any Housing Choice Voucher).

If you are the recipient of a Housing Choice Voucher, please be aware the Public Housing Authority (PHA) administering your voucher has 15 days from the time we complete the Request for Tenancy Approval form to provide us with the dollar amount of your Housing Assistance Payment and complete the Housing Quality Standards inspection on the residence for which you have paid an application deposit. Please be aware, as the PHA may have to provide us with information necessary to process your application, we must consider your application incomplete until such time as the PHA has completed their approval process. In the event the PHA administering the Housing Choice Voucher fails to complete the approval of your tenancy within the 15-day time period, we at our sole option, reserve the right to decline approval of the tenancy due to the PHA's inability to administer the Housing Choice Voucher program in accordance with Housing and Urban Development (HUD) regulations and VA Code Section § 36-96.1:1.

Co-Signors

- Palms Associates, LLC will accept one (1) co-signor for an applicant with limited or no credit.
- Co-signer must qualify using only his or her own sources of income.
- The co-signor must sign the lease and all addendums as a leaseholder, having full rights, as well as financial responsibility for the apartment.

Pets

- Palms Associates, LLC does not enforce weight or age restrictions. However, the following breeds are restricted and are not allowed to be on a Palms Associates, LLC property: Rottweiler, Doberman Pincher, Chow, Akita, German Shepherd, Mastiff, Pit Bull, American Staffordshire Terrier, Staffordshire Bull Terrier, American Pit Bull Terrier, Presa Canario, Wolf Hybrids, Alaskan Husky, Siberian Husky, Alaskan Malamute, Siberian Malamute or any mixture of these breeds. Rabbits, reptiles, and birds are not permitted.
- Two Pet Maximum
- An assistance animal is not a pet. If applicable, a request for an assistance animal may be provided with your application for residency.

Fees/Deposits

- The application fee of \$50 per applicant is paid at the time of application and becomes non-refundable upon submission.
- The administrative fee if required by the landlord, will be due upon the commencement date of the rental agreement.
- The application deposit of \$250 is to be paid in a separate form of payment from the application fee. Additional deposit funds may be required if your application is approved with conditions.
 - If the application is cancelled, the deposit amount is refundable minus actual damages, within twenty (20) days of the cancellation date unless paid by certified funds in which case, a refund will be made within ten (10) days of the cancellation date.
 - The application deposit will be credited towards the required Security Deposit upon the commencement date of the rental agreement.

By signing you are agreeing that you have read and understand the resident screening criteria and authorize Palms Associates, LLC to verify the information on your application, and permit the release of this information by any relevant third party:



_____ Applicant Signature	<<name>> _____ Applicant Name	_____ Date
_____ Applicant Signature	<<LN1>> _____ Applicant Name	_____ Date
_____ Applicant Signature	<<LN2>> _____ Applicant Name	_____ Date
_____ Applicant Signature	<<LN3>> _____ Applicant Name	_____ Date
_____ Applicant Signature	<<LN4>> _____ Applicant Name	_____ Date
_____ Applicant Signature	<<LN5>> _____ Applicant Name	_____ Date