

RESIDENT SCREENING POLICY FOR CONVENTIONAL PROPERTIES

Thank you for your interest in our property. Before you apply to rent an apartment home in our property, please take the time to review the screening requirements. All persons 18 years of age or older, and not dependents, will be required to complete separate rental applications. Applicants with adult dependents and applying for residency will complete a joint application. The term "applicant(s)" under this policy means the person or persons that will be signing the Lease as "residents"; the term "occupant(s)" in this policy means the person or persons that are authorized occupants under the Lease.

Please also note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and occupants currently residing in the property have met these requirements. There may be residents and occupants that have resided in the property 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 the various resident credit reporting services used.

In the applicant screening process, we will obtain a consumer credit report and/or an investigative consumer report which include, without limitation, accessing court records and information regarding the applicant's creditworthiness, income, employment, and rental history, and which may include information as to the applicant's reputation, characteristics, and mode of living. The name and address of the consumer reporting agency is:

RentGrow, Inc.
177 Huntington Ave, Suite 1703 #74213
Boston, MA 02155-3153
(800) 898-1351 www.rentgrow.com

You have a right to obtain a free copy of the consumer report from RentGrow and the right to dispute the accuracy of information appearing in the consumer report.

*We do not accept comprehensive reusable tenant screening reports as defined by and pursuant to RCW 59.18.257

Statement of Non-Discrimination and Fair Housing Policy

It is the policy of this property to comply with all applicable fair housing laws including those which prohibit discrimination against any person based on race, sex, religion, color, familial status, national origin, age, or disability. Housing shall be made available without regard to actual or perceived sexual orientation, gender identity, source of income, immigration status, or marital status.

This property will make reasonable accommodation(s) to persons with disabilities if such accommodation(s) will afford a prospect and/or applicant equal opportunity to use and enjoy a dwelling. Any person can make a request for reasonable accommodation to the property in which they wish to visit, apply and/or reside.

The applicant may include evidence that a debt has been paid in full, court documentation, and documentation regarding criminal history for our consideration to mitigate potentially negative screening results.

Qualifying Rental Criteria

All visitors must present a valid driver's license or government issued photo ID in order to view the property.

All documentation submitted for review or verification during the rental application process must be unaltered. Any documentation that has been altered will not be accepted for consideration.

1. **Occupancy Guidelines** - The following occupancy standards apply based on 2 persons per bedroom, plus one per apartment.

Studio – Up to Two Persons	One Bedroom – Up to Three Persons
One Bedroom w/ Den – Up to Four Persons	Two Bedroom – Up to Five Persons
Three Bedroom – Up to Seven Persons	Four Bedroom – Up to Nine Persons

*The property may in some cases allow a more liberal occupancy standard depending on certain factors

including, without limitation, the size and layout of the unit and bedrooms.

2. **Age** - Financially responsible applicants must be 18 years of age or older unless deemed to be an adult under applicable law with respect to the execution of contracts.
3. **Credit** - A credit report will be completed on all applicants to verify credit ratings. Income plus verified credit history will be entered into a credit scoring model to determine rental eligibility and security deposit levels. Unfavorable accounts which will negatively influence this score include, but are not limited to: collections, charge-off, repossession, and current recent delinquency. Open bankruptcies, or bankruptcies discharged and/or closed within the past 12 months, will result in an automatic denial of the application.
4. **Income** - Gross income for all applicants in one apartment home will be combined and entered into the credit scoring model for income eligibility. All applicants will be asked to produce consecutive and most recent pay stubs for the last 4 weeks from Application Date. If handwritten pay stubs are supplied, the documents must be validly notarized to be deemed sufficient. Applicants must have a minimum combined gross income of **2.5** times the **monthly rent**. Additional sources of verifiable income may be considered. These sources may include: child support, grants, pensions, GI benefits, disability, trust funds, social security, non-government rent assistance, monetary public benefits, and savings accounts. (The applicant must supply six current consecutive months of bank statements if any of the additional sources of income listed above cannot be provided directly from the supplier.) We may additionally consider verifiable friend or family assistance.
5. **Employment** - If employment is to begin work shortly, the applicant must provide a "letter of intent" to hire from the employer.
6. **Self-Employment, Retired or Unemployed** - Such applicants must provide the previous year's income tax return and the previous two month's bank statements, or twelve months of financial statements and must exhibit no negative references. Seasonal employment must be verified by providing the prior year's tax return.
7. **Criminal History** - A criminal background check will be conducted for each applicant and occupant age 18 years or more. A landlord is not required to rent to any person whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others.

Any conviction for manufacture or distribution of any federally controlled substance and applicants who are required to register as sex offenders for life will result in an automatic denial of tenancy.

All other criminal convictions will require additional screening, which will require additional time for screening and an additional charge of **\$15.00**, which shall be paid in full prior to the additional criminal screening, within 10 days of the initial screening result.

When you apply, screening will be run on income, credit, other areas in the screening criteria and criminal history. If the screening passes the non-criminal requirements and you have no criminal convictions, then your application may be accepted immediately. If you do have criminal convictions, you may be given a conditional approval or may not be approved to rent, pending the outcome of the criminal screening if the convictions would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others.

Determinations as to criminal screening will be made on a case by case basis, and will be based on the following factors and information, which will be required for every conviction, and we cannot complete the application screening without this information: 1) the facts of the crime you were convicted of; 2) the actual charge you were convicted of; 3) your age at the time of the conviction; 4) criminal convictions prior to the conviction; 5) criminal convictions and pending charges since the conviction; 6) how much time has passed since the conviction; and for drug possession charges 7) if you are in, or have completed recovery or treatment since the conviction.

Failure to provide any information is a basis for denial of tenancy.

Please remember that this requirement does not constitute a guarantee or representation that residents or occupants currently residing in our property have not been convicted of or subject to deferred adjudication for

a felony, certain misdemeanors or sex offenses requiring registration under applicable law; there may be residents or occupants that have resided in the property prior to this requirement going into effect; additionally, our ability to verify this information is limited to the information made available to us by the resident credit reporting services used.

8. **Rental History** - Rental history will also be included in the screening review, and applications for residency will automatically be denied for the following reasons:
 - i. An outstanding debt to a previous landlord has not been paid in full (may result in a conditional approval)
 - ii. A prior eviction or in the process of eviction of any applicant or occupant
 - iii. More than 2 late payments in 12 months and/or more than 1 NSF within 2 years

9. **Guarantors** - Guarantors will be accepted for applicants who do not meet the required rent-to-income ratio. Only one guarantor per apartment is permissible. The guarantor will be required to complete an application and pay a full application fee. Guarantors must have a gross monthly income of 4 times the monthly rent and meet all other qualifying criteria identified in this screening policy. The guarantor will be asked to sign a Guaranty of Resident Obligations to support the application. Guarantors may be relatives, friends, or an employer.

10. **Pets** - Where pets are accepted at the property where the application is made, and where allowed by applicable laws and ordinances no more than two pets are allowed per apartment. Animals must be at least six (6) months of age. Aggressive breeds will not be allowed. See list below for animals not allowed. Animals not listed below, but which display substantially similar physical characteristics or traits to those animals listed below, shall be treated as though they had been listed below. A **\$300.00** non-refundable animal fee and prior approval from management via PetScreening.com* will be required. Aquariums will be allowed with a 5-gallon maximum on the first floor only with proof of insurance for the entire term of the lease. *PetScreening costs are the responsibility of the resident. Pet profiles cost \$30 per pet and will be payable directly to PetScreening.com.

RESTRICTED ANIMAL / BREED LIST: Restricted animals and breeds include, <u>but are not limited to</u> , the following: (Note: Service animals and Assistance animals may not be subject to this list)		
Breeds of Dogs:		
Pit Bull	Malamute	Akita
Rottweiler	Doberman	Staffordshire Terrier
Presa Canario	Chow Chow	American Bull Dog
German Shepherd	St. Bernard	Karelian Bear Dog
Husky	Great Dane	Any Hybrid or Mixed Breed of One of These Breeds
Exotic Animals:		
Reptiles	Squirrels	Arachnids
Ferrets	Rabbits	Piranhas
Skunks	Birds	Other Farm or Poisonous Animals
Raccoons	Pigs	

11. **Vehicles – One vehicle per adult lease holder.** Vehicles must be operational and have current registration and, if required under state law, inspection. Boats or trailers are not allowed at any time.

12. **Renter's Insurance Requirement** - All residents are required to carry a minimum of **\$100,000.00** personal liability insurance coverage. In addition, we ask that you identify **Villas at Meadow Springs** as a "party of interest" or "interested party" (or similar language as may be available) on the renter's liability insurance policy. Proof of this coverage is required at initial lease signing and lease renewal.

13. **Water Furniture** - Water furniture will only be allowed in first floor apartments with proof of fully paid insurance for the term of the lease.

14. **Falsification of Application** - Any falsification in applicant's application paperwork will result in the automatic denial of application. In the event that an applicant falsifies his/her application paperwork or provides misleading information in the application, owner has the right to deny the application and retain all application fees paid.



Villas at Meadow Springs
250 Gage Blvd
Richland, WA 99352

15. Application Fees - As allowable by State and Local legislation, a separate check for the application fee must be provided with the completed rental application with the completed rental application form. This check is deposited on the same business day, or the following business day following the weekend or a holiday.

APPLICATION FEE AND HOLDING DEPOSIT:

Simultaneously with the execution of this application, applicant has paid:

Non-Refundable Application Fee	\$ 45.00
Holding Deposit*	\$400.00
Total	\$445.00

*Upon your submission of this application, Owner will remove this units from its availability for leasing. The execution of this Resident Screening Policy is an offer of the unit to Applicant, conditional upon satisfying the current rental criteria and other requirements set forth in this Application and receipt of an executed Apartment Lease Agreement from Applicant. In the event any of these conditions have not been met, Owner shall have no obligation to lease to Applicant.

If the applicant is approved and signs the lease, the holding deposit will be credited to either the first month's rent or the refundable security deposit. If the applicant cancels the application during the screening process, or is approved, with or without conditions, and fails to sign a lease, then the entire holding fee will be forfeited. If the applicant is denied, then the holding deposit will be refunded to the applicant within 30 days. If Owner returns the holding deposit by first class mailing, it shall be sent to one of the following addresses: 1) If the holding deposit was paid by check, to the person named on the check at the address reflected thereon; or 2) To any mailing address provided by any Applicant named above on their application.

Application will not be considered until the Application and all supporting documentation has been fully executed and returned, and all applicable Application fees have been paid. I have read and understand the entire resident screening policy of this property.

The privacy policy of Avenue5 Residential LLC and Avenue5 California Inc. is available at www.avenue5.com, and the privacy policy of the owner of this property [OR LANDLORD IF THAT IS THE DEFINED TERM] is available at this property website.

_____	_____	_____	_____
(Applicant)	Date	(Applicant)	Date
_____	_____	_____	_____
(Applicant)	Date	(Applicant)	Date
_____	_____	_____	_____
(Guarantor)	Date	(Guarantor)	Date

