

## Resident Selection Criteria for Conventional Communities

Welcome to our community. Before you apply to rent an apartment home in our community, please take the time to review our screening policies. All persons 18 years or older, not dependents, will be required to complete a rental application. The term applicants 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 this is our current rental criteria; nothing contained in these requirements shall constitute guarantee or representation by us that all residents and occupants currently residing in the community have met these requirements. There may be residents and occupants that have resided in the 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 the various residents credit reporting services used. It is the policy of this community to comply with all applicable fair housing laws including those which prohibit discrimination against any person based on race, sex, religion, color, family status, national origins or handicap.

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

One Bedroom -Three Persons  
Two Bedroom -Five Persons

Residents who exceed these occupancy standards during the lease term, will be required, upon the end of the current lease term, to either:

Transfer into another available apartment which has more bedrooms; or move out.

Rent for the new apartment will be at the rental rate at the time the lease is entered for the new apartment.

2. **Age:** 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. In respect to property jurisdiction within state law some applicants will be required to provide current proof of emancipation.
3. **Credit:** A credit report will be completed on all applicants to verify credit history. 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-offs, repossession, current delinquencies; open bankruptcies will result in an automatic denial of the application.

**ADDITIONAL DEPOSITS WILL BE REQUIRED FOR ALL CREDIT RECOMMENDATIONS BELOW AN ACCEPT LEVEL, NOT INCLUDING A DENY RECOMMENDATION.**

Conditional acceptance occurs on applicants with little or no credit history. In such cases additional checks for rental and income/employment will be completed. If the criteria are met in these checks an additional deposit will be required. On rental history, applicant must have 6 months of positive rental history within the past 24 months. When no rental history exists, an additional deposit is required. A criminal background check must be approved before further consideration is given.

**4. Standard Criteria:**

- A. Proof of current, valid identification.
- B. Combined gross income of at least 2.5 times the amount of rent of all applicable lease signers.
- C. Verification of employment (minimum 1 year at present employer or consistent trade or occupation) through employment verification form or valid pay stubs.
- D. Verification of positive, current rental history (minimum 1 year rental, home ownership, or military residence) through previous landlord verification.
- E. Positive credit history (as determined by independent third party vendor, The Screening Pros).
- F. If employment is to begin in near future the applicant must provide a letter of intent to hire from the employer. If applicant is self-employed he must provide the previous year's income tax return and the previous two months bank statements.
- G. Criminal background check will be conducted on each applicant and occupant whom is 18 years or older.

If applicant meets all of the above criteria they will be approved. If they do not meet one of the above criteria they will be denied.

An application can be denied for the following reasons:

- Felony convictions.
- Two or more misdemeanor drug convictions
- An outstanding debt to a previous landlord or eviction.
- Cannot provide current, valid identification.
- Falsifying rental application.
- Registered sex offender.
- Does not meet income requirement above.
- Does not meet employment requirement above.
- Does not meet current rental history requirement above.
- Does not meet credit standards above.

DEPOSIT LEVELS- The results of the credit score and rental/employment history will determine the amount of security deposit.

FALSIFICATION OF APPLICATION- Any falsification in applicant paperwork will result in the automatic denial of application. In the event that an applicant falsifies his/her paperwork, owner has the right to hold all deposits and fees paid to apply towards liquidated damages.

ANIMALS- No more than two animals are allowed per apartment and must be 50lbs or less full grown. Animals must be no less than six months of age. (No puppies or kittens under six months.)

All residents with pets will be required to pay nonrefundable pet fees prior to moving in. No aggressive breeds are allowed.

APPLICATION AND ADMINISTRATION FEES- As allowable by state and local legislation, a separate check for the application and administration fee must be provided with the completed rental application. If your application is denied you will be refunded the administration fee, if you cancel the application you will forfeit the administration fee, NO EXCEPTIONS.

Prospective residents may contact The Screening Pros to obtain consumer reports used to determine credit history:

Corporate Office  
PO Box 3338  
Chatsworth, CA 91313  
Phone  
(800) 877-3908

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Agent for this Owner: \_\_\_\_\_

Date: \_\_\_\_\_