

## RENTAL APPLICATION CRITERIA

All persons over the age of 18 that intend to reside in the leased premises MUST complete and sign an application for rent. All persons must qualify according to the rental application criteria. Applications may be received by fax or scan, or may be completed on line. Applicants without a social security can be approved with a co-signer as well as confirming that the applicant is legally in the United States. The following documents, which should contain date of birth, an expiration date, and an identifying number, are acceptable documents to establish legal status of non-United States citizens.

- “Green Card” (Permanent Resident Card or Alien Registration Receipt Card, Form I-551) (contains a photograph of the bearer)
- Unexpired Temporary Resident Card (Form I-688) (contains a photograph of the bearer)
- Unexpired Employment Authorization Card (Form I-688A or I-688B) (contains a photograph of the bearer)
- Unexpired foreign passport which contains an unexpired visa stamp and arrival/ departure record (Form I-94) (passport contains a photograph of the bearer)
- Unexpired re-entry permit (Form I-327) (no photograph)
- Identification Card for use of Resident Citizen in the U.S. (Form I-179) (no photograph)
- Unexpired H-1B and H-2B Status
- Receipt for replacement of one of the above documents with verification by the U.S. Citizenship and Immigration Services (U.S.C.I.S.), formerly known as the Immigration and Naturalization Service (INS).
- If an applicant presents a student visa: (i) the prospect must present a letter of acceptance from the educational institution or a completed Form I-20 and (ii) the expiration date may be substituted with the description “D/S,” which means “duration of study.”

Lease documents can be completed and signed either in person at the leasing office or electronically before possession of the apartment may be given out. Documents must be signed in person or electronically by all lessee’s including the co-signor, if applicable. Signed documents may be received by scan or by fax, but the signature MUST be notarized.

### Occupancy

An occupant is defined as each person living in an apartment. The apartments are limited to two occupants per bedroom. In calculating the number of persons, an infant, younger than 12 months of age, shall not be included in determining the number of occupants. The answer of whether a child older than 12 months and younger than 24 months shall be referred to Regional Manager for the determination as to whether the child will be counted as an occupant based upon the specific facts, size of the unit, configuration of the unit; physical limitation of the housing as a whole.

### Rental History

One year of history must be verified by phone, email or fax. Mortgage history must appear on the credit report or by documentation obtained directly from the mortgage company. If the landlord is a single proprietor, you may request a copy of a recent utility bill to prove residency at that address.

### Employment History

One year of history must be verified by phone, email or fax.

### Income

Gross Monthly Income must meet either 3 or 4 times the rent depending on the Rental Criteria Option used. Husband/Wife and roommates may combine gross monthly income to qualify for the target income.

### Proof of Income

Applicants should provide written proof of income such as pay stub, W-2 or Tax Return for proof of income. A minimum of 2 recent paystubs are required, or W2 or Tax Return from recent year. Or you can accept a minimum of 12 recent bank statements in the applicant’s name showing deposits amount equal to 4 times the monthly rent. A document or statement from the employer on business letterhead or online information printed out from the Human Resources Department or The Work Number may also be accepted. The applicant(s) must provide The Work Number print out, or they must pay for the cost of accessing this site.

### Criminal History

All persons convicted of sex related offenses, Sex Offenders, or Homicide, Arson, Robbery, Weapons, Felony Drug Related Offenses, including Sale or Manufacturing or possession of drugs with the intent to distribute and Assault related offenses in the last 7 years are automatically denied and anything after 7 years will be submitted to corporate office for review.

Applicants that have a felony criminal history in the last 7 years may be denied. On some occasions, if the felony is not related to the offenses above or if the felony is older than 7 years with no later offenses, the MANAGER may submit the application to corporate office for review.

For Example: A traffic related felony, such as a DUI or similar non-violent felony. Non violent, non drug related felonies, such as auto theft, burglary, receiving stolen goods etc., or “White collar” crimes such as embezzlement or hot checks that are older than 7 years may be reviewed. ALL such applications must be signed off by the manager AND the corporate office. Under no circumstances does the onsite staff have the authority to approve a felon’s application or lease.

**Co-signor**

MUST have verifiable rental history as above, must have verifiable employment and make 6 times the rent. A co-signor MUST have ideal credit. He does not have to be related, but must sign the application and the lease document before keys are given out. A co-signor will remain on the lease until the resident has recorded 12 months history with no late payments or complaints.

**Credit Report**

Co-signors will not be accepted for denials based on credit. Roommates credit history must qualify separately.

Ideal – 90% or more of the trade lines are positive

Medical collections over \$400 may be disregarded when figuring the above percentage.

Paid collection accounts may be disregarded as well, unless from a landlord. In which case, the item must be investigated for further details.

Negative lines of credit that are included in a divorce or bankruptcy may be disregarded in certain cases, if written documentation provided.

Evictions or damages are not acceptable.