



## STATEMENT OF RENTAL POLICY

### **Income**

Verifiable gross monthly income shall be a minimum of Three (3) times the monthly rent. Verifiable income includes as confirmed by an employer, trust officer; through a minimum of two (2) years prior tax returns; or other satisfactory documentation for self employed persons. Monthly obligations must not exceed 60% of such income. Each roommate must qualify for 70% of the rent in a 1-bedroom, 60% of the rent in a 2-bedroom and 50% of the rent in a 3-bedroom. In the event that one or more roommate(s) does not meet the income requirements, the remaining roommate(s) must qualify for the apartment.

### **Credit Check:**

The following check of credit history will be made on all applicants and co-signers: Credit will be reviewed on an individual basis:

- Credit Bureau - satisfactory credit bureau rating of 520 and above.
- Employment and Income Verification - applicant(s) must have verifiable income based on current and past employment for a minimum of six (6) months or other verifiable sources. To verify income for self-employed, retired or non-working applicant(s), copies of federal income tax returns for the immediate two (2) prior years or other documentation satisfactory to management will be required.
- Prior Residence(s) - prompt payment record and/or satisfactory references for a minimum of one (1) year is required. No evictions or broken leases will be accepted with the exception that a broken lease is allowed if restitution has been made to the satisfaction of the management of such property.

### **Criminal History**

Applicant(s) and/or occupant(s) will be denied if they are found guilty of the following crimes.

For purposes of this policy; Guilty shall mean that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilt (regardless of adjudication), or received court directed programs in lieu of conviction.

### **Sex Offenses**

- All Sex Offenses – Regardless of the amount of time since offense. Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

### **Felonies**

- All Felony Violence – Regardless of the amount of time since offense. Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.
- All Felony offenses other than violence or sex within the past 20 years. Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

### **Misdemeanors**

- All misdemeanor violence offenses within the past 7 years Examples include: simple assault, battery, domestic violence, hit & run, etc.
- Two or more misdemeanor drug & alcohol offenses within the past 7 years. Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that applicant.

### **Pending Cases**

- Individuals found to have pending court cases for any of the disqualifying offenses will be disqualified. If the disposition of the pending case does not meet the criteria for the disqualification as listed above, the individual would then be cleared and reinstated.

### **Co-Signer**

A co-signer may be required when an applicant(s) cannot meet both of the first two Credit requirements stated above. Applicant and Co-signer both must have satisfactory prior residence history. A co-signer must satisfy the income requirements of five (5) times the monthly rental amount.

### **Application Processing Fee**

A minimum of \$50.00 non-refundable application processing fee will be required per Adult. Any prospective resident and any occupant over the age 18 are required to submit an application for a criminal history check. Management can deny applicant or occupant if they have been arrested for a felony offense involving actual or potential physical harm to a person(s), or involving possession, manufacture, or delivery of a controlled substance, marijuana, drug paraphernalia or weapons.

### **Age**

Lessor must be classified as an adult per State Law, unless Federal Law regarding familial status (as defined below) applies.

### **Maximum Occupancy**

- 2 persons of familial status in a 1-bedroom apartment/ home.
- 4 persons of familial status in a 2-bedroom apartment/ home.
- 6 persons of familial status in a 3-bedroom apartment/ home.
- 8 persons of familial status in a 4-bedroom apartment/home.
- 10 persons of familial status in a 5-bedroom apartment/home.

Familial Status is defined by HUD as children under 18 years of age domiciled with parent(s) with legal custody, or children domiciled with designee of the parent(s) with custody (with written permission); and any person who is pregnant or in the process of attaining legal custody of a child under 18. Occupancy limits may be adjusted based on current State Law concerning infants.

### **Holding Deposit**

Minimum deposit is equal to one month's rent. The holding deposit made to secure the property is non-refundable.

### **Additional Deposits**

Additional Deposits may be required if applicant(s) do not meet credit, rental or income requirements.

### **Payment**

Rent is due and payable on the 1st day of each month. All applicable fees outlined in the Lease Agreement will apply if not paid as agreed. Returned Checks: a service fee, initial late charge and any daily charges may apply. Personal checks are not accepted for late rent or within first 30 days of occupancy. Fee schedules are outlined in the Lease Agreement. Roommates: Each is fully responsible for the entire rental payment, and all must execute the lease.

### **Equal Housing**

We are an equal opportunity housing provider based on current State Law.

### **Renters Insurance**

Tenants must obtain renters insurance at all times.

### **Lawn Maintenance**

Tenants are required to maintain the lawn and any lawn maintenance for rental homes. Fees issued for failure to comply will be charged back to the tenant.

### **Pets**

Acceptable pets include domestic cats, dogs, fish (50 gallon tank size limited with Management's prior written approval) and birds only. NO pit bulls or pit bull mixes. Prohibited pets include snake, ferrets, iguanas, potbelly pigs and rabbits. Pet Fees will be charged for temporary and /or unauthorized pes that have been removed. A separate pet application is required upon a tentative approval letter through a third party provider whether there is a pet in the household or not at <https://bridgetower.petscreening.com>. A separate \$20 fee per pet (up to 3 pets) is charged to those with a pet, those with a service animal or does not have a pet will not be charged however verification is still required.

**Assistance Animals**

Service animals and esa accommodations are adhered to under the guidelines of the Fair Housing Act and the HUD/DOJ Statement on Reasonable Accommodations. Requests, reliable documentation and verification are followed under the same guidelines.

**Minimum Fees Required for Pets**

\$350 non-refundable pet fee. Pet Rent is \$20 monthly. Pet fees and pet rent are per pet with a limit of 3 pets per household.

**Community Policies**

All residents and occupants agree to abide by the policies for health, safety and living enjoyment at this community.

I HAVE READ, UNDERSTAND AND ACCEPT THE ABOVE AS QUALIFYING STANDARDS AND RENTAL POLICIES OF THIS COMMUNITY.

_____	_____	_____	_____
Prospective Resident Signature	Date	Prospective Resident Signature	Date
_____	_____	_____	_____
Prospective Resident Signature	Date	Prospective Resident Signature	Date
_____	_____		
Owner's Representative Signatures	Date		