

**GENERAL RENTAL AND OCCUPANCY CRITERIA GUIDELINES**

Rental applications must be processed simultaneously on all prospective leaseholders 18 years of age and older. All applications for residency will be evaluated using the following criteria:

- I. **IDENTIFICATION**  
A valid government issued photo ID is required for all applicants and occupants 18 years of age and older.
- II. **OCCUPANCY**  
Maximum number of persons per apartment: 2 persons per bedroom plus 1.  
Example: In general, maximum number of persons per apartment is 2 persons per bedroom plus 1. This may vary based on the size and configuration of your rental unit. In the event of a change in household/family status impacting the number of occupants, residents will have until the expiration of the lease term to transfer to the appropriate apartment to comply with occupancy limits.
- III. **SCORING OF YOUR CONSUMER CREDIT REPORT**  
This community uses an independent credit reporting agency, RealPage Inc. to obtain and evaluate your consumer credit report. Your consumer credit report contains information about you and your credit experiences, including but not limited to such items as your bill-payment history, the number and type of accounts that you have had late payments, collection actions, outstanding debt, and the age of your accounts. RealPage Inc. may also obtain, review and evaluate other relevant criteria about you, including but not limited to information regarding any judgment in an unlawful detainer action that was previously entered against you. Based on its evaluation of your consumer credit report and any other relevant criteria, RealPage Inc. sends a recommendation regarding your application. Based upon the RealPage Inc. recommendation, your application will either "pass", "pass with conditions" which will require that an additional security deposit be paid; or "fail". **If RealPage Inc. makes a recommendation of "fail" or "pass with conditions", you will be given the name, address and telephone number of RealPage Inc. and of the consumer reporting agencies that provided your consumer information to RealPage Inc., as well as other information required by law. Please refer to the Online Application Terms and Conditions for your specific rights under federal law with respect to your consumer credit report.**
- IV. **HOLDING DEPOSIT REQUIREMENTS**
  - A Holding Deposit of \$100 is required to be paid at the time the Offer to Rent is made.
  - The Holding Deposit of \$100 will be refunded if the result of the application is "Pass with Conditions" or "Fail", or if the applicant cancels or withdraws within three calendar days of notification of application results. **IF THE APPLICATION IS NOT CANCELLED OR WITHDRAWN WITHIN THREE CALENDAR DAYS THE HOLDING DEPOSIT WILL BE WITHHELD AND THE APARTMENT MAY BE OFFERED TO ANY INTERESTED PARTY. Refunds shall be made in accordance with the requirements of the law.**
  - Upon execution of a lease, the Holding Deposit will be applied towards the applicant's security deposit or move in costs.
- V. **CONDITIONAL APPLICATIONS**
  - When a RealPage Inc. application recommendation is returned as "Pass with Conditions", the household will be required to pay an additional security deposit to the current standard deposit or provide a co-signer.
  - Applicants with an outstanding NSF check will result in a RealPage Inc. recommendation of "Pass with Conditions", and such applicants will be required to make all current and future payments by cashier's check or money order for the term of the lease.
  - When an application recommendation is returned as "Pass with Conditions", applicants must substantiate income provided on the application. Refer to Section XI for forms of income verification.
- VI. **DECLINED APPLICATIONS** (if any of the following apply, the application will be declined);
  - Unable to provide a valid government issued photo ID.
  - Falsification of the Application.
  - Anyone with an outstanding unpaid rental and/or utility collection debt.
  - If the bank returns the application fee or holding deposit check.
  - Anyone having an unsatisfied monetary judgment currently pending against them.
  - A Non-U.S. citizen who does not provide the required USCIS documents.
  - Bankruptcy filing that has not been dismissed or discharged.
  - Criminal Record - Criminal convictions, depending upon the nature and severity of the offense and the time that has passed since the conviction occurred. Such offenses may include, for example: sexual assault; domestic violence; discharging a firearm; gang participation; drug manufacturing; animal abuse; burglary; vandalism; assault; disorderly conduct; stalking; etc. An application also may be denied if the information available regarding a conviction is insufficient to allow proper classification.
- VII. **OCCUPANT ONLY**  
All persons 18 years of age and older who wish to be listed as an occupant only will have a criminal search processed at their expense. Occupant(s) only with a failed criminal search recommendation will not be allowed to occupy the apartment.
- VIII. **CO-SIGNER**
  - Co-signer must show verification to substantiate income equal to or greater than 3 times the effective rent using the type of documentation listed in section XI below.
  - Co-signers must complete an application and be processed through RealPage Inc. as a co-signer.
  - Co-signers must sign the Guarantor Agreement but will not be a leaseholder and will not have access to the apartment.
  - Co-signers must sign the Guarantor Agreement in person using a valid government issued photo ID or furnish a notarized Guarantor Agreement prior to move-in.
  - Co-signers may be accepted for applicants with a recommendation of "Pass with Conditions."
- IX. **APPLICANTS WITHOUT A SOCIAL SECURITY NUMBER**
  - Must show verification to substantiate income equal to or greater than 3 times the effective rent using the type of documentation listed in section XI below.
  - Must complete the Additional Supplemental Rental Application for Non-US Citizens (except WA and MA).
  - Required to submit USCIS documents as verification. Acceptable forms include I-551, I-766, I-766A, and I-94. The document must be valid.
  - If the I-94 is being submitted, a valid passport and visa must also be submitted.
- X. **RESIDENT TRANSFER ON-SITE**  
All current residents transferring on-site must complete a new rental application and show verification to substantiate income equal to or greater than 2.5 times the effective rent using the type of documentation listed in section XI below.
- XI. **INCOME (CO-SIGNER AND APPLICANTS WITHOUT A SOCIAL SECURITY NUMBER ONLY)**  
Must substantiate income information provided on the application and must be equal to or greater than 3 times the effective rent (income from an OCCUPANT ONLY will not be included). Income verification must be provided prior to the final approval. Verifications may include, but not limited to the following:
  - Two recent pay stubs from current employer
  - Offer letters from employers with prior year W2 and most recent pay stub
  - Two recent bank statements
  - Pension fund payments/401K/investment fund accounts
  - Court ordered alimony or child support payments
  - Proof of government payments (e.g. welfare, disability, social security, etc.)
  - Proof of retirement income
  - Proof of self-employment income (e.g. prior year's tax return, financial statements, bank statements, etc.)
  - Proof of student loan income
- XII. **INSURANCE REQUIREMENTS**  
Renter's insurance is required at all communities as a condition of residency with a minimum liability coverage of \$100,000. Personal property coverage is not required, but recommended. Apartments with rent restrictions and student housing will be exempt from renter's insurance.
- XIII. **Individuals applying for an apartment home with a property that has a specific Regulatory Agreement will be required to meet additional guidelines or may be exempt from certain requirements above.**

