

## Rental Criteria

It is Scenic Property Group's policy to actively pursue and offer equal housing for all persons regardless of race, color, religion, sex, national origin, handicap or familial status in compliance with Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act Amendments of 1988.

1. **LEGAL AGE:** All applicants leasing an apartment must be 18 years or older or an emancipated minor. An emancipated minor is a person less than 18 years of age who is or has been married, is on active military duty or has a court emancipation order.
2. **CRIMINAL HISTORY:** A criminal history check will be done on all applicants over the age of 18. Under no circumstances can a waiver be granted to any new applicant who has a felony conviction, a sex offense conviction, or whose name appears on a sex offender registry maintained by law enforcement officials. Applicants will be rejected if applicant has plead guilty to, been convicted of, or received deferred adjudication for a Felony or Misdemeanor for any of the following charges no matter how long ago: burglary of habitation/building/vehicle, assault of any kind, selling/possession/manufacturing of any amount or kind of drug, any weapon related charges, and/or any sex crime; all others will be considered after 10 years.

When applicants have not lived in this state for the last 12 months, we will endeavor to check criminal history for the previous states of residence over the past 7 years.

\*Please note these requirements do not constitute a guarantee that residents or occupants currently residing in our community, which moved in prior to the implementation of this policy, have not been charged with or convicted of a felony, deferred adjudication for a felony or misdemeanor crime against a person or property. There may be residents or occupants that have resided in our community 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 service and other third parties resources.

3. **INCOME:** All applicants must have a verifiable source of income in a gross amount of no less than 3 times the market rental rate. Income must be verifiable by a Human Resource department or current check stubs with the year-to-date earnings listed. If the employer verification is not available, last year's tax return will be required and other verification documents may be requested.
4. **EMPLOYMENT:** Applicants that have not been in their current employment for at least 6 months will need to provide prior work history.
5. **RENTAL HISTORY:** All applicants are required to have at least 6 months rental history. Previous rental history will be reviewed and must be satisfactory (i.e. rent paid on time, proper notice given, lease obligation fulfilled, apartment left in good condition). Negative rental history will not be accepted. Negative rental history is described as, but not limited to, any damages owed, rental related debt as described above, delinquent rental payments, and/or evictions filed within the past (12) months. Landlord must also be willing to re-rent to resident. We will allow applicants with up to one broken lease older than (24) months subject to an additional deposit and/or fee.  
First time renters will be accepted if the applicant agrees to pay an additional deposit and/or additional fees and all other qualifying criteria is met, or, if eligible, they may qualify by providing an acceptable co-signer (see #10).
6. **CREDIT HISTORY:** All applicants are required to have an established retail credit rating in good standing. Minimum credit score standards vary per community. No foreclosures will be accepted. Bankruptcies may be accepted if over 5 years old and if new history is in good standing. Such applicants may be required to pay an additional deposit and/or fees. Individuals with no social security number will automatically be required to pay a double standard deposit and/or additional fees. Note: Co-signers will be permitted if the applicant has not established a credit history; however, they will not be permitted if credit history is unfavorable (see #10)
7. **MAXIMUM OCCUPANCY PER APARMENT:** No more than two individuals per bedroom may occupy a unit, plus one infant per bedroom up to the age of 6 months at the time the lease is signed.
8. **VEHICLE REGISTRATIONS:** Recreational or commercial vehicles are not allowed unless an area has been designated by the Management. Parking spaces are limited; therefore, the parking space limitations are property specific. Covered parking spaces and garages are available for an additional monthly fee.
9. **PET REGULATIONS:** Dogs and cats are welcome. No more than 2 pets per apartment with a combined weight of less than 100 pounds will be accepted. A pet deposit of \$150 and a non-refundable fee of \$150 are required for the first pet; and a \$150 non-refundable fee for the second pet. If required by the community, a monthly rent will be charged. Snakes, large reptiles, spiders and ferrets are not allowed. Aggressive dogs will not be permitted. If your animal is a mix, documentation is required stating the animal is not over 30% of the following restricted breeds. Additional breeds may be added if deemed necessary. Additionally, pet interviews/photos may be required at any time. The following is a list of breeds deemed aggressive:

Akita	American Bulldog	American Pit Bull/Bull Terrier
Airedale Terrier	American Staffordshire/Terrier	Bouvier des Flandres
Briard	Bull Mastiff	Chow
Doberman	German Shepard	Giant and Standard Schnauzer
Rottweiler		

10. **CO-SIGNERS:** An applicant may be eligible for residency with a co-signer only under these conditions:

- a. The co-signer must meet the entire qualifying criteria as presented on this form

- b. A co-signer may not be used due to an unfavorable credit rating
- c. The co-signer must submit an application and pay the processing fee
- d. The co-signer must reside in the same state as the community
- e. The co-signer will be listed on the Lease Contract and is required to sign all legal forms
- f. A co-signer must have a verifiable source of income in a gross amount of no less than 6 times the market rental rate

11. **DEPOSITS:** There are standard deposits for each floor plan. Additional deposits or fees may be required if the applicant is conditionally approved.
12. **WAITLIST:** If you are applying for a certain apartment style that is not currently available or on-notice, we will add your application to the waitlist.

Your application will be processed in order to review credit and criminal information. A preliminary review of income, student status and other information will be conducted. As units that match a waitlist become available, we will begin contacting applicants. When contacted, you may accept or decline the apartment.

- I. If you decline the apartment, we will then notify the next person on the waiting list. Your application will remain active for the duration of the allowed time frame as stated below.
  - II. If you accept the apartment, we will transfer your application from the waitlist and assign it to that apartment. In this case:
    - a. The necessary security deposit is due within 24 hours to hold the unit. (If it is not paid on time, the unit will be offered to the next person on the waitlist or will be made available to new applicants.)
    - b. We will update and finalize your information in regards to income, assets, student status and other information.
  - III. Separate waitlists are kept open at all times for each unit.
  - IV. A time-frame in which a matching unit may become available cannot be guaranteed.
  - V. Your application will remain active on the waiting list for 90 days.
13. **UNIT TRANSFERS:** Once moved into a unit, a household may not transfer into another until a minimum of 50% of the term of the current Lease Contract is fulfilled; and a \$300 transfer fee is paid. The current apartment will be inspected before a household will be allowed to apply for a new unit. The application process will be repeated and a new deposit is required. If the current Lease term is fulfilled, then no transfer fee will be required.
14. **IDENTIFICATION:** All applicants must have a government-issued I.D. A social security number is also required. Applicants who are citizens of another country must provide (1) a current passport; (2) the INS document that entitles the applicant to be in the United States and (3) proof of employment in this country. This community may ask to make a photocopy of any of the applicant's INS documents, passport and visa. In addition, for applicants who do not have credit history in this country and/or guarantor, *this community may accept in lieu of the credit/guarantor requirements an additional deposit equal to double the standard deposit of the desired floor plan.*
15. **FALSIFICATION:** Any falsification of information on the application automatically disqualifies the applicant or occupant and will result in retention of any and all application, administration, and security deposits.
16. **SECURITY POLICIES:** We are concerned about your safety, but we cannot guarantee it. Your security is your responsibility and that of the local law enforcement. No matter what measures the owner takes no security system, patrol or electronic security device can prevent crime.
17. **LOCATOR SERVICES:** If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees—even though they may initially process rental applications and fill out our lease forms. You should require any locator services you use to furnish you their privacy policies.

**I HAVE READ AND UNDERSTAND THE RENTAL POLICIES.**

