

Criteria for Rental – 3126 Jipsie

Equal Housing – We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, sexual orientation or national origin and will comply with state and federal fair housing and antidiscrimination laws.

Occupancy Standard – A maximum of two persons per bedroom are allowed.

Age – Lease holder(s) must be 18 years or older, unless head of household, Military under the age of 18 years, or a minor that has been emancipated. All occupants 18 years or older are required to complete an application, even if living with parent or guardian.

Income – Gross monthly income of all lease holder(s) **must equal 3 times the monthly rental amount**. All income must be verifiable. Income does not include allowance from parents, scholarships or study subsidies. A copy of the most recent paystub(s) must be submitted with the application.

Employment – Applicant must 1) be employed with current employer for at least six (6) months; 2) have current job and at least six (6) months employment with previous employer; or 3) receiving retirement benefits, or any other verifiable and consistent income. Employers who refuse to verify Applicant(s) income or length of employment may cause rejection.

Self Employment – Must provide the last two years of complete IRS tax filings to show stable income and the previous six (6) months personal bank statements as evidence of sufficient income. Persons whose jobs are commission only or base salary plus commission, tips, or bonuses are considered self-employed.

Rental History – Rental history at the current and previous residence must include satisfactory rental payment history, no eviction history, sufficient move-out notice and all lease terms fulfilled. Any debt owed to an apartment community and/or previous landlord must be paid in full.

Credit – Unsatisfactory credit references or no credit history may result in the requirement of an additional deposit or denial.

Criminal, Sex Offense, and Terrorist Database Check: We will check these databases for all occupants over 18. No occupants may have a felony conviction, or crime against people or property, or convicted spouse abuse, or crime involving use, manufacture, sale or distribution of a controlled or illegal substance, or crime involving solicitation or prostitution, or illegal gun possession, or sex crime conviction.

Renter's Insurance – We require \$100,000 of renter's liability insurance on the property. You will be required to submit proof of such coverage at the time of move in and upon renewal of their policy.

Animals – Pets may be accepted or declined at the owners' discretion. A nonrefundable pet fee of \$400 plus \$25 per month pet rent is required per pet (maximum of two) and to be paid in full prior to move-in. Maximum weight for dogs of 45 pounds. The following breeds or partial breeds are not permitted: rottweilers, pit bulls, akitas, Dobermans, chows, German shepherds, and Australian shepherds. Exotic animals and reptiles are not accepted. Additional restrictions may apply. Support animals are not considered pets and are allowed to reasonably accommodate a handicapped leaseholder or occupant. Service Animals are allowed-- Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. A disabled person who has an emotional support animal (ESA) will need to produce a letter from a licensed mental health professional that prescribes the need for the animal. All animals must be photographed by owners before approval.

Co-signer or guarantor – A cosigner/guarantor may be required in the case of either of the following: 1) No rental history or home ownership in the past five (5) years, or 2) No Employment (Students Only)

Exceptions – At the property owner's sole discretion the requirements may be waived (higher security deposit may be required) If a special situation exists regarding a requirement that is not met please provide details. The amount and/or final determination will be made by the owner and will depend on each individual situation.

Procedures for Notifying Applicant(s) of Approval or Disapproval – Applicant(s) shall be disapproved if we are unable to verify income, rental, credit, or criminal history. False, incomplete, or misleading statements or omissions on the application(s) will result in disapproval of the rental applications(s).

We will notify you by email or phone listed in your application whether you've been approved within seven (7) days after we have received completed application(s) and application fee(s). You must not assume approval until you received actual notice of approval.

The first Applicant who: 1) meets all the requirements above, 2) agrees to the deposit and rental terms within 24 hours of notification, 3) provides the appropriate deposit, plus applicable pet fee, plus first month's rent, all paid in cash, money order, or cashier's check and signs the lease within 24 hours of agreement, will be accepted as the Renter. Upon move-in, Renter and Owner will complete and sign Inventory and Condition form. Renter will have 3 days to complete, sign and return a second Inventory and Condition Form to Lessor. If the second form is not returned within 3 days, the first signed form will go into the Renter file. Renter pays for any maintenance and/or damage to the property. Refundable deposit(s) will be refunded at the end of the lease, minus expenses for damaged or missing items. Early termination of the lease may cause loss of deposit(s).

Privacy Policy for Personal Information of Rental Applicant and Residents – We are dedicated to protecting the privacy of your personal information, including your Social Security Number and other identifying or sensitive personal information. Our policy and procedures are designed to help ensure that your information is kept secure, and we work to follow all federal and state laws regarding the protection of your personal information. While no one can guarantee against identity theft or the misuse of personal information, protecting the information you provide us is a high priority to our company and staff. If you have concerns about this issue, please feel free to share them with us.

How Personal Information is collected: You will be asked to furnish some personal information when you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to a locator service, either on paper or electronically.

How and When Information is used: We use this information for our business purposes only as it relates to leasing a dwelling to you. Examples of these uses include but are not limited to, verifying statements made on your rental application (such as your rental, credit and employment history), reviewing your lease for renewal and enforcing your lease obligations (such as to obtain payment for money you may owe us in the future).

How the Information is Protected and Who has Access: We allow only authorized persons to have access to your personal information, and we keep documents and electronic records containing this information in secure areas and systems.

How the Information is Disposed of: After we no longer need or are required to keep your personal information, we will store or destroy in a manner designed to prevent unauthorized persons from accessing it. Our disposal methods will include shredding, destruction or obliteration of paper documents and destruction of electronic files.

Locator Services: If you found us through a locator service, please be aware that the locator services are independent contractors and are not our employee or agents- even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their own privacy policies.

I understand and accept these qualifying standards and have truthfully answered all questions. I understand that falsification of Rental Application information will lead to denial of rental. Our ability to verify this information is limited to the information made available by the agencies and services used.

Applicant Signature

Date