

1038 Brittany Park Dr.

This packet contains our Rental Qualification Criteria. Please read thoroughly before submitting your Lease Application (s), Lease Application Fee (s), and Holding Fee.

Here is a quick summary of our process:

Lease Application Review and Approval

1. Complete your lease application and submit it along with your support documents and funds. Application can be submitted in person following tour or via mail.

2. We will notify you of whether your Lease Application has been approved within approximately 48 hours of receiving your **full** Application Packet (Lease application + support documents+ fees).

Move in Date & Cost Sheet

1. When your Lease Application is approved, we will contact you to confirm Move-in Date and Time. Please note that we can only hold homes 15 days from application approval.

2. After we confirm your Move-in Date and Time we will send your Move-in Cost Sheet for review.

Rental Qualification Criteria

1. Occupancy Guidelines

1038 Brittany Park Dr. has a maximum occupancy of 4 people

2. Age

Applicants must be 18 years of age or older, unless deemed to be an adult under applicable law with respect to the execution of contracts. (Each person who 18 or older will need to submit a separate Lease Application and Lease Application Fee.)

3. Credit

A credit report will be completed on all applicants to verify credit worthiness. Verified credit history will be entered into an application scoring model to determine rental eligibility. Late payments, collections, and charge-offs will be negatively scored. Open bankruptcies and

landlord evictions or collection actions or judgments will result in an automatic denial. Poor credit may result in an acceptance contingent upon a higher security deposit.

4. Rental History

Prior rental history will be verified. Applicants will be automatically denied for the following reasons:

- Eviction within the last seven years
- Outstanding debt/judgment to any prior landlord (Proof of any satisfied judgment will be required)

5. Income

The combined household income of all applicants must be a minimum 3x the monthly rent. To verify the income we require the following:

- Employed
 - A paystub with a year to date figure may be used if the date of the check is within 15 days of application submitted. If your paystub does not have “Year to Date”, we will need pay stubs for the past 6 current, consecutive weeks.
- Employed (starting new job)
 - Signed and dated offer letter on official company letterhead with hourly or annual salary. Must include start date
- Self Employed
 - Personal income tax return for the past 2 years. (We will average your gross annual income over the 2-year period to calculate your average monthly income). Please redact sensitive information (bank account numbers, social security numbers, etc.)
- Retired
 - Current statement from issuing agency AND Bank statements for the past 3 current, consecutive months.

6. Criminal History

A criminal background check will be completed for each applicant. The Lease Application will be denied for criminal activity of any applicant that has resulted in a conviction within the time period prior to the Lease Application date as follows:

- Crimes against children, Sex-related offenses, Homicide, Kidnapping, Drug sale, Drug manufacture, Drug distribution
 - **Declined regardless of time**

- Other crimes against persons, property or animals, Financial crimes, Traffic, Alcohol-related, All other offenses
 - **Felony- 10 years**
 - **Misdemeanor- 3 years**

7. Pets

No more than two animals are allowed per home. Acceptable pets include: dogs (under 35 lbs), cats, small caged animals, caged birds, and fish (tanks smaller than 10 gallons). Livestock, farm animals, and poisonous, dangerous, or exotic animals, and frogs are prohibited. A non-refundable pet fee in the amount of \$200 (1 pet) or \$300 (2 pets) will be charged prior to move in. There is an additional pet rent of \$20 per month.

Verified service animals are allowed and may not be subject to breed restrictions, pet fees, or pet rent.

8. Security Deposit

Prior to move-in you will be required to provide a security deposit. The amount of the security deposit will be \$1,000 but may vary based on the outcome of credit verification.

9. Guarantors

A guarantor is required for applicants who do not meet the income or credit requirements noted above. The guarantor is subject to the same guidelines as applicants, plus income must be four times the monthly rent. The guarantor must complete a separate Lease Application and pay a Lease Application Fee. The guarantor will be required to sign the Lease Agreement and/or an addendum, thereto.

10. OFAC

An OFAC (Office of Foreign Assets Control) search report will be completed for each application. Any applicant that appears on an OFAC list is subject to automatic denial.