Donova Property Management, LLC

314-B South Lincoln Street Kent, Ohio 44240 Phone: 330-673-1225 Fax: 330-673-1228

RENTAL POLICY

Donova Property Management, LLC is an equal opportunity housing provider dedicated to the principal that all people should have equal access to the housing market regardless of age, race, sexual orientation, family status, religion, ethnicity, color, disability status, veteran status, gender, political affiliation and national origin.

Persons seeking housing through Donova Property Management, LLC are required to fill out an application. The application process will include checking income, credit, reference, criminal and court activity.

Anyone making application for housing will be considered if the following requirements are met:

- 1. Minimum monthly income of four times the monthly rent. If income is from a source other than employment, such as SSI, SSDI, or child support, verification documents are required.
- 2. Good reference history.
- 3. No criminal convictions that could affect the safety or welfare of others.
- 4. No eviction for any reason in a Court of Law.

In the event income, employment, reference and credit requirements are not met, we will still consider the applicant for approval if the applicant is able to produce a qualified guarantor.

GUARANTOR REQUIREMENTS

These are the following requirements for anyone wanting to guarantee an applicant's rental charges:

- 1. Must live in the USA.
- 2. Must be able to demonstrate they have sufficient income to cover their expenses and that of the applicant.
- 3. Must have no late payments or bankruptcies on credit check.

There will be no exceptions to the above following requirements. All guarantor signatures must be notarized and responses will take up to 72 hours.