

## STATEMENT OF RENTAL POLICY

We are glad you are interested in our rental property. For your convenience, we have this overview of our guidelines used in processing all rental applications. Please feel free to ask any questions.

**We are an equal opportunity housing provider:** It is our policy to rent our units in full compliance with the Federal Fair Housing Act and all state and local fair housing laws. We do not discriminate against any person because of race, color, ethnic background, religion, sex, age, marital or family status, physical disability or sexual orientation.

**Rental unit availability:** Rental units only become available when they are completely ready to rent, including cleaning, painting, and the completion of all maintenance work and planned improvements. Rental unit availability can change as units become available during the day or are removed from the rental market based on rentals, cancellations or maintenance issues.

**Valid photo identification and written authorization:** You must be able to present a current photo identification such as a driver's license, military or state identification card, or passport so that we can verify your identity. In order to process your rental application, we will require a photocopy of your identification at the time the application is completed and submitted for consideration. You must authorize us to verify all information provided in your rental application from credit sources, credit agencies, current and prior landlords and employers, and personal references.

**Occupancy guidelines:** In compliance with all applicable fair housing laws, we have established restrictions on the total number of persons that may occupy a given rental unit. Our guidelines allow two persons per bedroom per rental unit. These guidelines are to prevent overcrowding and are in keeping with the limitations of the rental unit and its building systems. Occupancy will be limited to the persons indicated on the original rental application and lease agreement only, unless otherwise agreed in writing with Owner, and Tenant.

**Application process:** All rental applications are evaluated in the same manner, and each adult applicant must voluntarily provide his or her social security number for us to obtain a consumer credit report. Every unmarried adult applicant must complete a separate rental application form and pay the nonrefundable application fee in advance. Any false or incomplete information will result in the denial of your application. If discovered after you are approved and have moved-in, we reserve the right to terminate your tenancy. We will verify the information provided on each rental application through our own screening efforts and/or with the assistance of an independent tenant-screening firm. A credit report and employment and rental references for each and every applicant in a given rental unit will determine whether our rental criteria has been met. Unless we need to verify information by regular mail, we are usually able to process a rental application in two to three business days.

**Income:** The total combined monthly gross income of all rental applicants in a given rental unit must be at least three times the monthly rate. Only income that can be verified will count. You must provide proof of a source of income if you are unemployed. Remember, all adult tenants are joint and severally liable, which means that each one can be held responsible for the payment of all funds due regardless of ability to pay.

**Credit History:** You must be able to demonstrate fiscal responsibility. If you have any charge-offs, unpaid debts to utility companies, or a pattern of delinquent payments, your application may be denied.

**Rental History:** Each rental applicant must be able to demonstrate a pattern of meeting their rental obligations, leaving prior rental properties in good condition and not having a pattern of complaints from neighbors. We will require satisfactory rental references from at least one prior landlord and your current landlord. If you have ever been evicted for any lease violation, your application may be denied.

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Tenant Signature

Date

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Tenant Signature

Date