



Rental and Occupancy Criteria Guidelines

This community uses a statistically sound credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics so all applicants are treated objectively. Your credit report contains information about you and your credit experiences including your bill-paying history, the number and type of accounts you have, late payments, collection actions, outstanding debt, rental history and the age of your accounts. Using a statistical program, your information is compared to the credit performance of other applicants with similar profiles which allows us to predict how likely it is that you will pay your rent on time. ConAm's credit service provider also checks related data sources which include the FBI and U.S. Treasury lists of individuals wanted for direct involvement or support of terrorist activities. Based on your credit score and related data source information, your application will be either accepted, receive a low acceptance, conditional acceptance or be declined. If your application is denied or accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies which provided your consumer information to us.

Occupancy Guidelines: Studio – maximum 2; Two Bedroom – maximum 5; One Bedroom – maximum 3 Three Bedroom – maximum 7

All applicants must comply with the following income requirements:

Within 72 hours of applying for rental, income must be verified by providing documents such as: Pay stubs covering 2 pay periods, court ordered spousal or child support, prior year's W-2, Social Security, GI benefits, pensions, disability income, trust income, dividend income, or other sources of regular income.

Income received annually will be averaged over 12 months. This applies to unemployed or retired. Gross annual income for all leaseholders is combined and entered into the credit-scoring model for each applicant. Gross monthly income of combined applicants must be 2.5 times the scheduled rent of the unit being leased.

"Low Accept" will pay twice the standard security deposit.

"Conditional Accept" will pay two times the monthly rent as the security deposit.

"Refer Accept" will pay amount specified on the "Refer" Criteria Worksheet Guidelines

Applicants with no prior credit history, no social security number and those returned with a "Refer" recommendation from ConAm's credit service provider must qualify for rental based on ConAm's Rental Criteria for "Refer" Applicants. Calling for verification required for qualifying under the "Refer" criteria is limited to calls within the United States and its territories. A copy of the alternate qualifying criteria will be provided to the applicant, when applicable.

- YES, Co-signers/Guarantors are permitted at this community. Co-signer/guarantor must apply and be qualified as a resident. Guarantors and co-signers have full financial responsibility under the lease
- NO Co-signers/Guarantors are permitted at this community.

A criminal background check will be conducted for each applicant. The criminal search will be processed for all addresses at which the applicant(s) has resided over the previous forty-eight (48) months. The application will be rejected for any of the following reported criminal related reasons:

- Any Felony Convictions within the seven (7) years prior to the application date.
- Any Drug related convictions, including Petty Offenses, within seven (7) years prior to the application date.
- Any Prostitution related convictions (Felony/Misdemeanor) within the seven (7) years prior to the application date.
- Any of the above related changes resulting in "Adjudications Withheld" and/or "Deferred Adjudication". Active Status on Probation or Parole resulting from any of the above within the seven (7) years prior to the application date.
- Any Terrorism related convictions (Felony/Misdemeanor) – NO TIME LIMIT
- Any Sex related convictions (Felony/Misdemeanor) – NO TIME LIMIT

Reasons for not approving an application include, but are not limited to: bankruptcy, insufficient income, unpaid judgments, eviction, outstanding rent debt, household size exceeding occupancy limits, and falsification of the application information. The application to rent will not be approved if the reservation deposit check is returned NSF.

If the result of the screening returns with a fraud warning for identity, address or social security number, additional documentation will be requested.

Applicant Consent

The undersigned applicant(s) and co-signer(s) hereby consent to allow the condominium community, through its designated agents or associates, to obtain a consumer report and/or criminal record information on each of us and to obtain and verify each of our credit and employment information for the purpose of determining whether to lease a unit or home to me/us. We also agree and understand that owner and its agents and associates may obtain additional consumer reports on each of us in the future to update or review our account. Upon my/our request, owner will tell me/us whether consumer reports were requested and the names and addresses of any consumer-reporting agency that provided such reports.

Applicant

Applicant

Applicant

Applicant

Date

Date

Date

Date



RENTAL CRITERIA FOR "REFER" APPLICANTS FROM CREDIT RETRIEVER

COMMUNITY: _____

RENTAL HISTORY INCOME

Acceptable
Residency verified for last 24 months. No "non-compliance" legal notices received during last 24 months of residency. Unfulfilled rental agreement is acceptable if full restitution is made. Maximum of 2 late payments or NSF checks during the last 24 months of residency.

Marginal
Residency not verifiable for last 24 months, but verifiable for at least 12 months.
Outstanding obligations totaling less than \$750 owed for rental or mortgage payments.
Maximum of 3 late payments or NSF checks in last 24 months.
Maximum of 1 "non compliance" legal notice received during the last 24 months of residency.

High Risk
Residency not verifiable for at least 12 months.
Outstanding obligations totaling not more than \$1000 owed for previous rental or mortgage payments.
Maximum of 2 "non-compliance" legal notices received during the last 24 months of residency.
Applying Guidelines

One Marginal Factor
If "Rental History" is the one marginal factor, applicant can pay an additional deposit equal to 2 times the standard deposit normally charged. Decline if applicant cannot comply.

If "Income" is the one marginal factor, applicant can pay the standard deposit plus an additional deposit equal to one month's rent. Decline if applicant cannot comply.

Two Marginal Factors
The applicant must pay the standard deposit plus an additional deposit equal to one month of rent. Decline if applicant cannot comply.

One Acceptable + One High Risk Factor
One marginal factor and one high risk factor requires a deposit equal to two times the rent on the apartment. Decline if applicant cannot comply.

One Marginal + One High Risk Factor
If the high risk factor is no verifiable residency, or if applicant did not give 30 days notice, resulting in an unpaid balance due of no more than \$1,600, the applicant can pay a deposit equal to two times the rent on the apartment. Decline if applicant cannot comply.

Two High Risk Factors
Decline the application.

Acceptable
Combined household monthly income of 3.0 the monthly rental payment. Verifiable employment or other verifiable income sources. (See A and B below.)

Marginal
Combined monthly household income of less than 3.0 times the monthly rental payment, but not less than 2.5 times the monthly rental payment. Verifiable employment or other verifiable income sources. (See A and B below.)

High Risk
Combined monthly household income not less than 2.5 times the monthly rent payment. No verifiable employment and/or other verifiable income. (See A and B below.) If there is no verifiable income, decline application, or, if allowed, a guarantor may apply and be qualified as a resident.

- Application Declined**
Application is declined if ANY of the following apply:
- 1) Applicant has been legally evicted in last 24 months, or has an unlawful detainer action and/or eviction on record;
 - 2) Any negative verification from a previous rental reference.
 - 3) Applicant owes money or has outstanding balance due at any ConAm managed community;
 - 4) Reservation deposit check is returned NSF, unless a bonafide bank letter is received verifying a bank error;
 - 5) Information on the application is falsified; or additional documentation for verification was not provided by applicant.
 - 6) Application is not completed;
 - 7) Application not signed by all applicants;
 - 8) More than 3 legal notices received during the last 24 months of residency.

Maximum Occupancy

One Bedroom.....	3
Two Bedroom.....	5
Three Bedroom.....	7

(Maximum occupancy subject to change at individual properties.)

Definitions: *Legal notice* – Any notice delivered to applicant pursuant to state or federal law which notifies applicant of noncompliance with a rental agreement or non compliance with laws. *Past due credit account* – any account reported to a credit reporting agency which indicates a balance has been due for 60 days or more, and which is currently unpaid.

ALL APPLICATIONS ARE REVIEWED IN COMPLIANCE WITH FAIR HOUSING LAWS.

- A. Verifiable income sources: Pay stubs covering the last 2 pay periods, court ordered spousal or child support, prior year's W-2, Social Security, GI benefits, pensions, disability income, trust income, dividend income, or other sources of regular income. Income received annually will be averaged over 12 months.
B. Roommates/Spouses - Use combined household monthly income of roommates and/or spouses, if applicable. Income received annually will be averaged over 12 months. Use verifiable employment or other verifiable income sources (See A above). Roommates and/or spouses are jointly and severally liable for all obligations under the lease.
C. Guarantors - Guarantor also has full financial responsibility for lease. Guarantor may be used only when applicant(s) is a full-time student or a handicapped individual. **GUARANTOR MUST APPLY AND BE QUALIFIED AS A RESIDENT.**

I (WE) HAVE READ THE ABOVE AND UNDERSTAND THE CRITERIA FROM WHICH MY (OUR) APPLICATION WILL BE APPROVED:

(Applicant's Signature) (Date) (Applicant's Signature) (Date)

(Applicant's Signature) (Date) (Applicant's Signature) (Date)