



LEASING AND SCREENING CRITERIA

Comuna Property Management is committed to compliance with all federal, state and local fair housing laws. It is our policy to offer apartments for rent to the general public without regard to race, color, national origin, religion, sex, familial status, handicap or any other state or locally protected classification. All applicants must be 18 years old or over unless protected by the familial status per the Fair Housing Amendment. All adult members of the household must complete a Rental Application and each applicant must pay the application fee at the time of application submission. Third party written verification may be obtained to certify household claim.

WE use verifiable information provided by the applicant and YARDI Resident Screening's software program to determine whether an applicant qualifies and what conditions may apply. Please note these are our current leasing and screening criteria; nothing contained in the requirements shall constitute a guarantee or representation that all residents and occupants currently residing at the community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect. In addition, our ability to verify whether these requirements are met is limited to the information we receive from the applicant(s) and various credit/criminal reporting services.

Please carefully review the following information before filling out an application and paying the required application and administration fees, which are non-refundable.

Comuna Property Management screening factors and their corresponding standards:

❖ **Income/Employment History:** All applicants must have a combined verifiable source of income in a gross amount of no less than two and a half times the gross rental rate. Combined gross income of less than two and a half times the gross rental rate may require an additional Opportunity Fee and/or a Guarantor.

Acceptable proof of income is as follows:

- Consecutive and most recent four weeks of pay stubs
- Job offer with salary (on a company letterhead with contact information)
- Most recent tax return or W-2
- Consecutive and most recent three months of bank statements
- Child support or alimony when directed by a court
- Grants, pensions, trust funds
- GI benefits, disability, social security

❖ **Rental/Mortgage History:** All applicants must have six months of verifiable, satisfactory rental or mortgage payment history. An eviction or foreclosure could constitute cause for denial, and forfeiture of all fees paid. Less than six months of history may require an additional Opportunity Fee and/or a Guarantor.

Satisfactory history includes the following:

- No more than one late payment or NSF in a 6-month period
- Lease term fulfilled
- No lease violations
- Residence left in satisfactory condition
- Proper notice given

❖ **Credit History:** All applicants must have established retail credit in good standing. Lack of established credit or negative credit may require an additional deposit, guarantor, or other condition. Negative credit included but is not limited to the following:

- Past due accounts
- Judgments
- Liens
- Write offs
- Balance to a rental community or mortgage company (regardless of date)
- Unresolved bankruptcy (regardless of date)





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- ❖ **Criminal Background Search:** A criminal background search will be conducted for each applicant and occupant 18 years of age and older. It is our policy to review applicants and occupants who pass all other rental criteria. Felony convictions or serious misdemeanor convictions for crimes against persons or property, drugs, assaults, weapons, or crimes of a sexual nature may result in a denial of your application. The review process may require the applicant to complete additional paperwork for further review of the crime itself. We have a screening process that bases its conditional approvals upon the type of criminal conduct, age of conviction and history after conviction.

- ❖ **Guarantor:** A guarantor will be considered for lack of employment/income or credit. Guarantors will not be accepted as a substitute for unsatisfactory rental history or criminal background. Guarantors must meet all the qualifications listed above with the qualifying income increased to five times the rental rate.

- ❖ **Non-US Citizens/Foreign Nationals/Applicants w/o SSN:** Foreign nationals will be required to complete a supplemental rental application for non-US citizens. Foreign nationals living or working in the United States must provide either a valid Social Security Number or a valid passport with stamped identification of entry date into the US. Income will be verified with a letter of intent, work visa, work petition or verification of funds in a United States bank. If income cannot be verified, the lease must be paid in full with United States funds. If a Social Security Number is not provided and/or no credit history exists, we may require an additional Opportunity Fee.

- ❖ **Occupancy Guidelines:** The maximum number of occupants permitted to dwell in an apartment shall not exceed the following:

<u>Apartment Home Size</u>	<u>Maximum # of Occupants</u>
Studio/Efficiency	Two Persons
One Bedroom	Three Persons
Two Bedroom	Five Persons
Three Bedroom	Seven Persons

- ❖ **Electronic Payments:** Our community requires electronic funds for your monthly rental payments. The leasing office does not accept checks, cash, or money orders. You must make arrangements and create your account via our resident portal on our community website. In the event that you must make a payment directly to our leasing office, there will be a convenience fee added.

- ❖ **Identify Verification:** A valid government-issued photo identification must be presented by all applicants, guarantors and occupants 18 years of age and older.

- ❖ **Pet Policy:** We welcome pets who are listed on the rental application. There is a limit of two pets per apartment; each pet will have a non-refundable pet fee and a monthly pet rent. Please ask your leasing agent for the current fee and rent amounts.

- ❖ **Utilities:** Utility costs, fees and other responsibilities are stipulated on the lease contract.

- ❖ **Privacy Policy:** Provided during the leasing process; if not, please request a copy.

- ❖ **Equal Opportunity Housing:** We do business in accordance with the Federal Fair Housing Laws (Title III of the Civil Rights Act of 1968, as amended by the Fair Housing Community Development Act of 1974). It is illegal to discriminate against any person because of race, color, national origin, religion, sex, familial status or handicap.





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By signing this document you acknowledge that you have had the opportunity to review the Leasing and Screening Criteria above. You understand that if you do not meet the criteria, or have submitted incomplete or falsified information, this may lead to rejection of your application or immediate termination of your lease; and any fees associated with processing the application will be forfeited as liquidated damages.

"I hereby authorize Villas at Shadow Oaks Apts. to obtain a consumer report, and any other information it deems necessary for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrests, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I hereby expressly release and hold harmless Villas at Shadow Oaks Apts., Comuna Property Management, LLC, and any procurer or furnisher of such information, from liability and/or claims for damages related to procurement of information or evaluation of it to process my application. I understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies; or to consumer reporting agencies and other housing owners regarding performance of my legal obligations, including both favorable and unfavorable information about my compliance with the lease contract, the rules, or the financial obligations. **I/We** authorize Villas at Shadow Oaks Apts. to bill my account for all fees associated with processing my application.

I/We have read and understood this entire Leasing and Screening Criteria document, and authorize verification of the application information. **I/We** agree to all terms above. (All applicants must sign.)

Applicant Signature Date

Applicant Signature Date

Applicant Signature Date

Owner Representative (Staff) Signature Date

