

## Statement of Rental Criteria / Sunset Point Apartments / October 4, 2021

A rental application must be processed on all prospective residents and occupants 18 years of age or older. A non-refundable application fee is required for **each** person 18 years of age or older.

- The credit history and income will be combined.

### **Income:**

- **Verifiable** gross monthly income shall be a minimum of (3) three times the monthly rent (employer check stubs required, W-2, bank statements).
- Self-employed persons must provide at least two years prior tax returns, and/or other documentation satisfactory to management and bank statements.
- If income qualification requirements are not met, a lease guarantor may be provided under the guidelines below for lease guarantors. The lease guarantor's income must be at least 6 times the rent or more.

### **Employment:**

- Applicant must have a minimum of 6 months continuous employment history (Current and immediate previous employment may be combined, no more than 2 weeks gap of employment) and income must meet at least 3 times the rent each of those 6 months to qualify.
- In the event that an applicant is a new immigrant to this country for employment opportunities or to attend school, documentation such as an I-9 or passport must be provided.

### **Credit:**

- A credit history check will be made for all applicants and occupants 18 years of age or older.
- The past 2 years of credit history will be reviewed and scored upon as positive or negative.
- 70% percent of all credit lines for the previous two years must show as paid on time or as agreed.
- If credit falls below 70% and positive verifiable rental history has been established, the applicant may be required to pay an additional security deposit.
- Any bankruptcy must be discharged prior to application for rental. Credit will be reviewed and scored upon from the discharge date, provided the applicant meets all other qualification guidelines. An additional deposit or a qualified co-signer may be required if credit history has not been re-established since the discharge date.
- Student and medical loans will not be considered.

### **Rental History**

- Rental history will be checked on all applicants and occupants and a minimum of 12 months is required.
- Applicants with no rental history may require a co-signer and/or additional deposit.
- Only positive rental history is acceptable. NO EVICTIONS, SKIPS OR RENTAL DEBTS.
- Only rental history from a management company will be considered.

### **Lease Guarantor**

A lease guarantor will be allowed if a prospective resident does not meet the qualifications above due to lack of rental history or below the income requirement.

- A lease guarantor must provide verifiable gross monthly income of at least 6 times the rental amount.
- A lease guarantor must qualify with positive rental history, positive employment history and positive credit.
- A lease guarantor must also qualify based on the criminal history criteria stated below.
- A lease guarantor must complete a Lease Guarantor application and pay application fee.

### **Maximum Occupancy**

- 2 persons of familial status or 2 persons in a one bedroom apartment
- 4 persons of familial status or 4 persons in a two bedroom apartment.

### **Age**

- Lessor must be classified as an adult per State Law, unless Federal Law regarding familial status applies.

### **Animals**

- No more than two animals will be allowed per apartment.
- Animal owners must pick up after the animal defecates. Failure to not comply may result in a penalty of \$50 per incident.
- A separate deposit and fee will be required for any animal permitted to the property. Animal fees and deposits must be paid in full at the time of move in. Animal Monthly Fee is \$10 per animal, maximum of 2 per apartment.
- When outside all animals must be on a leash and follow all policies and procedures of the lease contract.
- Restricted breeds of dogs are listed below.

DOGS: The following full or mixed breeds of dogs will not be accepted: Bull Mastiff, Chow, Dalmatian, Doberman Pincher, Great Dane, Pit Bull and German Shepherds.

### **Criminal History**

- Criminal conviction history such as; Any Felony convictions under 10 years and any Misdemeanor convictions under 5 years may be denied. We do NOT accept any of the following criminal history: Violent crime(s) against a person, drug related crime(s) including all who plan on living in the unit.

**Automatic Denial**

- An applicant may be automatically denied if the applicant has broken any lease contract or been evicted.
- An applicant will automatically be denied if you fail to answer any question or give false information, we may reject the application,
- If an application may be denied for falsification on the application or supporting documents (pay stubs, bank statements, etc).
- Applicant will be denied if the person has unpaid tax liens or unpaid civil judgements unless proof of current payments can be provided.

**EQUAL HOUSING**

- Non-discrimination based on race, color, religion, sex, national origin, familial status or handicap is the comprehensive policy of Sunset Point Apartments.

**Application Fees**

Applicant must fill out the application in full and provide all and supporting documents at the time of submitting and paying the Application Fee(s), Application Deposit and Administration Fee.

If applicant(s) cancel before the application has been approved or denied, -0-, none of the fees are refundable due to liquidated damages.

If applicant is denied for reasons other than falsification, the Application Deposit and Administrative Fees ARE refundable, but not the application fee(s)

Once the application is approved, the lease must be signed within 3 days. This is the applicants and co-applicants responsibility to do so. If you or any co-applicant fail to sign the lease and returned to Sunset Point Apts as required, all monies including the application fee(s), application deposit and administration fees are NON refundable for liquidated damages, and terminate any and all obligations to you and all co-applicants. See paragraph 6 on the back of the TAA Rental Application.

X\_\_\_\_\_ (Applicant’s Initial)

X\_\_\_\_\_ (Applicant’s Initial)

I HAVE READ, UNDERSTAND, AND AGREE TO ABOVE ARE QUALIFYING STANDARDS AND RENTAL POLICIES OF THIS COMMUNITY.

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\_\_\_\_\_  
Applicant Signature & Date

\_\_\_\_\_  
Applicant Signature & Date

\_\_\_\_\_  
Owner’s Representative Signature & Date

**Privacy Policy for Personal Information of Rental Applicants and Residents**

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information. How information is collected. You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically. How and when information is used. We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future. How the information is protected and who has access. In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only. How the information is disposed of. After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

Locator services. If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees—even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies, as well.