

# Rental Policy and Occupancy Guidelines

## Rental Policy

We are delighted that you are interested in leasing a dwelling in our apartment community. In order to help you in making your decision, we have listed below the criteria for qualifying as a resident with us.

1. A separate rental application must be fully completed, dated and signed by each applicant and all co applicants. A married couple can complete one rental application.
2. The rental application will be reviewed at the time of submission to ensure we have all information needed to determine your eligibility.
3. Each applicant must provide government-issued photo identification and allow it to be photocopied.
4. Applicants who are first-time renters or who do not have sufficient income under paragraph 6, may qualify by having the lease guaranteed by a guarantor. The guarantor must have a gross monthly income of at least 3 times the monthly rent and must meet all other qualifying criteria. The guarantor must complete and sign a lease guaranty agreement. Only a relative or employer may guarantee the lease.
5. If the applicant's family will be occupying the dwelling, the family size must be appropriate for the available apartment, i.e., no more than two persons per bedroom. Children younger than 12 months are not considered occupants of the apartment at the time of lease signing. When they are 1 year old, they are considered occupants. See our occupancy policy for families.
6. Employment and monthly income must be verifiable. Total monthly income of all applicants must be 3 times the monthly rent. (Otherwise, a guarantor is necessary.)
7. Applicant(s) may be denied occupancy for the following reasons:
  - Falsification of application by any applicant
  - Incomplete application by any applicant
  - Insufficient income (total of all applicants)
  - Criminal conviction history of violent sexual crime committed by any applicant or by other occupants (including children) who plan to live in the apartment
  - Poor credit history of any applicant (credit reports are obtained; previous bankruptcy requires an additional security deposit equal to one month's rent)
  - Poor rental profile of any applicant (rental history reports are obtained.) Rental history of:
    - Non-payment of frequent late payment of rent
    - Eviction
    - Drug use
    - Poor housekeeping
    - Poor supervision of applicant's children
    - Unruly or destructive behavior by applicant, applicant's children or applicant's guests
    - Violence to persons or property by applicant, applicant's children, or applicant's guests
    - Previous landlord's report of significant complaint levels of noncompliance activity, including but not limited to:
      - Repeated disturbance of neighbor's peace
      - Reports of gambling, prostitution, drug dealing or drug manufacturing
      - Damage to property beyond normal wear
      - Reports of violence or threats to landlords or neighbors
    - Allowing persons not on the lease to reside at the residence
    - Failure to give proper notice when vacating the property
    - Failure to timely pay rent

## Occupancy Guidelines

1. Fair Housing Policy. We are absolutely committed to compliance with Fair Housing laws. Different apartment communities may have different policies, provided that the policies do *not* violate Fair Housing laws. Fair Housing laws do not require equal treatment of all persons. Instead, they require that persons may not be discriminated against *because of race, color, religion, sex, national origin, handicap or familial status*. Under federal Fair Housing laws, rental housing owners may treat people differently and discriminate against them for reasons other than those listed above – such as rental history, credit record, criminal history, income, current drug use, etc. Local city ordinances may add other protected classes such as age, student status, vocation, sexual preference, etc., which are not protected classes under federal law.
2. Definition of family. Federal statutes and regulations define a “family” as follows: A family consists of one of two adult parents or custodians PLUS a child who must be (1) their natural or adopted child, (2) a child who they have legal custody of or are applying for legal custody of (e.g., guardian/ward or foster parent/child), or (3) a child who is living with the adult(s) by written permission of the child’s parent or custodian. A pregnant woman also is considered a family under the federal Fair Housing statute. (A married couple without children living with them does not constitute a family.)
3. Two persons per bedroom. Each of the following types of applicants must rent at least the number of bedrooms as stated below. A child under 6 months of age at the time of move-in or lease renewal will not be counted in determining the number of persons living in a bedroom. Applicants or guarantors must qualify for the amount of rent as stated below.

<b>One Adult</b>	<b>One Bedroom</b> (Applicant must qualify for entire monthly rent)
<b>Husband and Wife</b>	<b>One Bedroom</b> (Husband and wife together must qualify for entire monthly rent.)
<b>Family of two</b>	<b>One Bedroom</b> (Applicant must qualify for entire monthly rent.)
<b>Family of three</b>	<b>Two Bedrooms</b> (Applicant must qualify for entire monthly rent. Husband and wife may qualify together.)
<b>Family of four</b>	<b>Two Bedrooms</b> (Applicant must qualify for entire monthly rent. Husband and wife may qualify together.)

<b>Two roommates (not a family)</b>	<b>One Bedroom</b> (Each roommate and guarantor must qualify together for monthly rent.)
<b>Three roommates (not a family)</b>	<b>Two Bedrooms</b> (Each roommate and guarantor must qualify together for monthly rent.)
<b>Four Roommates (not a family)</b>	<b>Two Bedrooms</b> (Each roommate and guarantor must qualify together for monthly rent.)

4. Applications. Each roommate, parent and adult living in an apartment must submit a separate rental application. Husband and wife may submit a joint application. In renting to roommates, all roommates must be 18 or older.
5. Two different families may live in same apartment only if: (1) a single parent with child(ren) lives in the same apartment with one other single parent with child(ren), (2) the persons-per-bedroom ratios above are met, and (3) each parent qualifies for at least half of the monthly rent.
6. Otherwise, non-family members (adults or minors) may live with a family only if: (1) the persons-per-bedroom ratios above are met, and (2) the parent(s) of the children who live in the apartment qualify for entire monthly rent.