



SUN VALLEY LAKE APARTMENTS



Resident Screening Policy

Effective Date: February 2013

All persons 18 years of age or older, not dependents and not married will be required to complete separate rental applications. Applicants legally married or with adult dependents and applying for residency will be required to complete a joint application. The terms "applicant(s)" under this policy means the person or persons that will be signing the Lease as "residents"; the term "occupant(s)" in this policy means the person or persons that are authorized occupants under the Lease.

Please also note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and occupants currently residing in the community have met these requirements. There may be residents and occupants that have resided in the community prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various resident credit reporting services used. It is the policy of this community to comply with all applicable fair housing laws including those which prohibit discrimination against any person based on race, sex, religion, color, familial status, national origin or handicap.

Applications for residency will automatically be denied for the following reasons:

- An outstanding debt to a previous landlord or an outstanding NSF check must be paid in full
- Any breach of a prior lease or a prior eviction of any applicant or occupant
- More than 2 late pays or NSFs within the last 12 months on rent or mortgage
- Bankruptcy within the last 48 months
- No foreclosures of repossessions on home within the last 12 months

Age: Applicants must be 18 years of age or older unless deemed to be an adult under applicable law with respect to the execution of contracts.

Employment: Applicant must have verifiable employment of no less than six months within the last year. If employment is to begin shortly, the applicant must provide a letter of intent to hire from the employer.

Self Employment, Retired or Unemployed: such applicants must provide the previous year's income tax return and the previous two month's bank statements.

Income: Except as otherwise provided, applicants must have an income that meets or exceeds three (3) times rent. Roommate and joint (married) applicants will be allowed to combine income to meet the income requirement.

Credit: A credit report will be completed on all applicants to verify account credit ratings. The results will be entered into the credit-scoring model, which determines applicant's eligibility to rent and security deposit level. Unfavorable accounts which will negatively influence this score include, but are not limited to: collections, charge-offs, repossessions, and current and recent delinquency. Must have two lines of open credit over 12 months after discharged bankruptcy.

Co-Signers: Co-signers will be accepted only for full-time students not meeting the income requirements.

Occupancy Guidelines: Occupancy will be limited to two persons per bedroom.

Animals: No more than two animals are allowed per apartment. Animals must be no less than six (6) months of age and fully house trained. Aggressive breeds will not be allowed. This includes, but is not limited to, Doberman Pincher, Rottweiler, and Pit Bull. A \$500.00 (non-refundable) pet deposit is required for 2 pets; a \$500.00 (\$250.00 refundable) pet deposit is required for 1 pet. Pet fee is \$15.00 per pet, per month and prior approval from management will be required. Aquariums will be allowed with a 20-gallon maximum with proof of insurance for the entire term of the lease. Exotic animals such as reptiles, rodents, and poisonous animals such as tarantulas, insects and poisonous fish are not allowed.

Criminal History: A criminal background check will be conducted for each applicant and occupant age 18 years or more. The application will be rejected for any of the following reported criminal related reasons prior to the application date.

- Felony conviction
- Any terrorist related conviction
- Any illegal drug related conviction
- Any prostitution related conviction
- Any sex related conviction
- Any cruelty to animals related conviction
- Misdemeanor conviction involving crime against persons or property
- Active status on probation or parole resulting from any of the above
- Any of the above related charges resulting in adjudication withheld and/or deferred adjudication

Please remember that this requirement does not constitute a guarantee or representation that residents or occupants currently residing in our community have not been convicted of or subject to deferred adjudication for a felony, certain misdemeanors or sex offenses requiring registration under applicable law; there may be residents or occupants that have resided in the community prior to this requirement going into effect; additionally, our ability to verify this information is limited to the information made available to us by the resident credit reporting services used.

Falsification of Application: Any falsification in Applicant's paperwork will result in the automatic rejection of application. In the event that an Applicant falsifies his/her paperwork, owner has the right to hold all deposits and fees paid to apply towards liquidated damages.

Application will not be considered until the application has been fully executed and returned, and all applicable application deposits and fees have been paid.

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

I (WE) AUTHORIZE YOU TO OBTAIN AN INVESTIGATIVE REPORT IN CONNECTION WITH THIS APPLICATION. THIS REPORT MAY INCLUDE INFORMATION AS TO MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTIC, AND CREDIT STANDING. I HAVE READ AND UNDERSTAND THE CRITERIA FROM WHICH MY APPLICATION WILL BE APPROVED.

APPLICANT'S SIGNATURE _____ DATE _____

APPLICANT'S SIGNATURE _____ DATE _____

OWNER'S REPRESENTATIVE _____ DATE _____

STERLING PROPERTIES OF MISSOURI II, INC. IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAW.
(FAIR HOUSING AMENDMENT ACT 1988)

EMERGENCY CONTACT:

NAME _____ PHONE _____ RELATIONSHIP _____

PERSONAL REFERENCE:

NAME _____ PHONE _____ YEARS KNOWN _____

INCOME INFORMATION:

EMPLOYER _____ POSITION _____ HOW LONG _____

ADDRESS _____ SUPERVISOR _____ PHONE _____

CURRENT SALARY _____ PER: HOUR WEEK MONTH YEAR (CIRCLE ONE)

DO YOU EXPECT TO EARN SUBSTANTIAL OVERTIME? YES NO If yes, how much? _____ per _____

SPOUSE EMPLOYER _____ POSITION _____ HOW LONG _____

ADDRESS _____ SUPERVISOR _____ PHONE _____

CURRENT SALARY _____ PER: HOUR WEEK MONTH YEAR (CIRCLE ONE)

I hereby apply to lease the above described premises on substantially the terms set forth herein. As an inducement to Sterling Properties of Missouri II, Inc., to accept this application, I warrant that all statements contained herein are true.

I hereby deposit \$ _____ as an earnest deposit. Should this application not be approved or accepted, deposit will be refunded in full. **Should I cancel within 72 hours**, deposit shall be refunded in full. I hereby waive any claim to damages by reason of non-acceptance. Upon acceptance of this application, this deposit shall be applied to the apartment's full security deposit. When so approved and accepted, I agree to execute a lease agreement before possession is delivered and pay the balance of the security deposit and other move-in costs. **Once approved, if I fail to take possession of the apartment, the deposit will be forfeited. Providing false or inaccurate information on the application will result in forfeiture of ALL MONIES paid and rejection of this application.**

The undersigned applicant(s) hereby consent to allow Sterling Properties of Missouri II, Inc., itself or through its designated agents or employees, to obtain a consumer report on each of us and to obtain and verify each of our credit, employment information and criminal background for the purpose of determining whether to lease an apartment to me/us. I/we also agree and understand that the owner and/or its agents and employees 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'S SIGNATURE

DATE

APPLICANT'S SIGNATURE

DATE

Application taken by _____ Date/Time _____ Approved/Rejected by _____ Date/Time _____