

## Resident Qualifying Criteria for Capehart Properties

1. A separate rental application must be fully completed, dated and signed by each applicant and co-applicant eighteen years or older on front and back, however, legal spouses may together complete one rental application.
2. The rental application will be reviewed and submitted. Credit reports will be obtained. Credit report information will be considered as part of the approval process but will not be necessarily the single factor for approval or disapproval.
3. Each applicant must provide government photo identification, Social Security Card, two proofs of income and allow it to be photo copied. All teenage children with valid Identification or Drivers license cards will also be requested to be photo copied.
4. Applications for **multiple** families to reside in the same unit will **NOT** normally be approved. Multiple **single** individual applications will be considered with the number of adults will be limited to one per bedroom in two and three bedroom units due to parking constraints in the apartment and townhouse areas.
5. **The maximum number of individuals for unit occupancy is two persons times the number of bedrooms for family members and one person per bedroom for non-family members. Garages are NOT bedrooms and are forbidden for occupancy purposes.**
6. Net monthly income will be considered as a factor in approval or disapproval and will generally be analyzed in terms of total income, rental payments, number of persons being supported, and so forth. In general the net income should be **at least 2.5 times** the monthly rental rate.
7. Applicants who are first time renters or who do not have sufficient income 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. The lease may be guaranteed only by a relative or employer. Guarantors contractually agree to be held responsible for the entire rent and other costs, such as damages for the initial lease period regardless of roommates or other leaseholders or occupants.
8. Employment and monthly income must be verifiable. Pay stubs will be requested from applicant(s). Total monthly income for adult applicants should be **at least 2.5 times** the monthly rent.
9. Rental recommendations from previous property management/landlords will be verified and considered for approval.
10. Applicants with pets will only be considered for Duplexes, Townhomes, and Single family homes with existing fences. Maximum of **2** pets per unit. Applicants for apartments are advised that they are restricted to **2** vehicles per apartment.
11. Applicants may be denied occupancy for the following reasons:  
 Falsification of application by any applicant  
 Incomplete application by any applicant  
 Insufficient income  
 Criminal conviction history. Violent crimes or those crimes of a sexual nature committed by any proposed applicant or by other occupants (including children) who plan to live in the unit may be cause for immediate rejection of the application or eviction in the case of approval and subsequent occupancy of a unit by an individual that has been convicted of such a crime.  
 Poor credit history of any applicant (**bankruptcy or poor references may require 2 or more months of security deposit**)  
 Poor rental profile of any applicant or occupant:  
     -Non-payment or frequent late payment of rent  
     -Eviction  
     -Drug use  
     -Poor housekeeping (inside or outside)  
     -Poor supervision of applicant's/occupant's children  
     -Unruly or destructive behavior by applicant, applicant's children or guests or occupant's children or guests  
     -Violence to persons or property applicant, applicant's children or guests or occupant's children or guests
11. We do not discriminate on the basis of race, color, creed, religion, sex, national origin, disability or familial status.
12. Privacy policy - We are dedicated to protecting the privacy of your personal information, including your Social Security Number and other identifying or sensitive personal information. Our policy and procedures are designed to help ensure that your information is kept secure, and we will work to follow all federal and state laws regarding the protection of your personal information. While no one can guarantee against identity theft or the misuse of personal information, protecting the information you provide us is a high priority to our staff. If you ever have concerns about this issue, please feel free to share them with us.

I ACKNOWLEDGE THAT I HAD AN OPPORTUNITY TO REVIEW THE PROPERTY'S PRIVACY POLICY AND RENTAL SELECTION CRITERIA, WHICH INCLUDES REASONS WHY MY APPLICATION MAY BE DENIED, SUCH AS CRIMINAL HISTORY, CREDIT HISTORY, CURRENT INCOME, AND RENTAL HISTORY. I UNDERSTAND THAT IF I DO NOT MEET THE PROPERTY'S RENTAL SELECTION CRITERIA OR IF I FAIL TO ANSWER ANY QUESTION OR GIVE FALSE INFORMATION, THE PROPERTY MAY REJECT THE APPLICATION, RETAIN ALL APPLICATION FEES, ADMINISTRATIVE FEES, AND DEPOSITS AS LIQUIDATED DAMAGES FOR ITS TIME AND EXPENSE, AND TERMINATE MY RIGHT OF OCCUPANCY.

### APPLICATION WILL NOT BE PROCESSED WITHOUT SIGNATURES!!

APPLICANT	DATE	APPLICANT	DATE
APPLICANT	DATE	OWNER'S REP	DATE