

Rental Policies

1) **We are an equal opportunity housing provider.** We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.

2) **Occupancy Guidelines.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in a property. In determining these restrictions, we adhere to all applicable fair housing laws. We allow two person per master bedroom and one person per additional bedroom. All individuals who occupy the property must be on the lease, either as "lessee" or as an "occupant."

3) **Pets.** We do allow one pet (dog, cat, etc...) per property. Pets must be approved by the landlord. The landlord may request to meet the pet prior to approving the pet. The pets breed, age, weight, etc... are some of the determining factors used for approving a pet as part of the lease agreement. An additional \$25.00 per month will be added to the monthly rent for the pet.

4) **Application Process.** For every individual over the age of 18 you must submit a rental application and answer all questions on the form. You must pay \$45.00 non-refundable application fee for each individual over 18. We will send your application to our screening company, which will check your credit report, criminal history, and rental references to confirm that you meet our criteria. If you meet our criteria, we will approve your application; this process takes two to three days. We will rent the available property to applicants in the order that their applications are approved.

5) **Payments.** We do not take cash, but do accept personal checks, money orders, and certified checks. The first months rent and security deposit are due at move in. If a personal check is taken, there must be sufficient time for the funds to clear prior to moving in. An out of town check might take up to two weeks. If insufficient time exists, the security deposit and/ or rent must be made by money order or certified check.

6) **Rental Criteria.** To qualify for renting our property, you must meet the following criteria:

A. Application- If any facts in our application are determined to be false, your application will be rejected.

B. Criminal History- If you have ever been convicted of a felony, we will reject your application.

C. Drugs- If you are a current user or addicted to illegal controlled substances or convicted by a court of illegal manufacturing or distribution of a controlled substance, you application will be rejected.

D. Judgments- If you have had judgment, summary ejection (eviction) , suit, repossession and/or foreclosure filed against you, your application may be rejected.

E. Income*- Your rent cannot be more than 30% of your monthly income. You must be able to prove at least one-year of continuous employment. If you are unemployed, you must provide proof of a source of income.

F. Credit History*- Your credit record must currently be satisfactory. If your credit history shows any unpaid debts, we may reject your application.

G. Rental History*- You must have satisfactory rental references. If you have not rented before, you must provide proof. If you have ever been evicted or sued for any lease violation, we may reject your application.

* If you do not meet one of these criteria, you may be able to qualify for leasing a property by:

1. Get a "Qualified" third party to guarantee your lease payments.
2. Be able to have additional security deposit (up to the state limit) held by the landlord, or pay the last months rent.
3. Written explanation of poor credit issues.
4. Pay a higher amount of rent.

No Smoking is permitted inside the property. Lawn care (cutting grass, raking leaves, etc...) is the responsibility of the tenant and must be maintained to the landlords satisfaction.