

# Resident Selection Criteria

## Purpose

To assure fairness to all people wishing to live at our properties and maintain a high quality product, we use objective criteria to select our residents.

## The Criteria

To select a resident(s), we must be able to independently verify the following information:

1. Monthly gross income needs to be three (3) times the rent amount.
2. A report from other rental communities or home lenders of timely rent payments and trouble-free residency for the last year. Relatives and friends cannot be considered landlord references.
3. A credit rating showing a history of timely payments on past and current debts. The credit report cannot show past due debts of more than 150% of the proposed rent. If a bankruptcy has occurred it must be dismissed/discharged, positive credit established since and applicant must meet other requirements of the criteria; these cases will be reviewed on an individual basis.
4. A credit report free of forced entry detainers, judgments, liens, unlawful detainers and unpaid collections.
5. A history of continuous employment and income or full-time student enrollment of the past year. (the continuous employment does not need to be with a single employer).
6. Court records, which show no behavior, which would pose a danger to the safety or welfare of the other residents in the community. This includes any record of trafficking in illegal drugs.
7. The number of people who will be living in the home will be no more than two people per bedroom plus one under the age of two years old.

## How The Criteria Is Used

When a person meets all of the criteria, they will be approved and they sign a lease agreement.

Because of special circumstances, some applicants may not meet all the resident selection criteria. In those circumstances, we may select a resident with an approved co-signer or additional refundable deposit.

## Selecting A Resident With A Co-Signer

You may be selected as a resident with a co-signer if you meet all the criteria except:

1. You are unemployed, a student or have not been on your current job one year.
2. Your income is not three (3) time the rent amount.
3. You have little or no rental history; or
4. You have little or no credit history.

## The Co-Signer Must:

1. Meet the credit, employment and resident history for approved status.
2. Have a gross income of five (5) times the rent.
3. Reside within the same state as the rental home; and
4. Sign the rental agreement, and a co-signer's agreement.

## Leasing An AHO Rental Property

1. Select your rental home.
2. Complete one application for each unmarried adult on the application, name all people who will be living in your home and identify those people who will be eighteen years or older.
3. Pay the appropriate fees:

- a. The resident screening fee pays for independently verifying that an applicant meets the resident selection criteria. Each adult and cosigner will be charged a resident screening fee. This fee may not be refunded. It may take 48 hours to verify that you meet the resident selection criteria.
- b. The processing/non-refundable fee pays for holding the home you selected off the rental market and for turnover costs such as normal cleaning and painting. If after verifying the resident selection criteria, we do not offer you a lease agreement, we will refund this fee- otherwise the fee will not be refunded.
4. Sign a lease agreement and pay the appropriate rent payments.
5. Carefully inspect your new home with our rental property staff and note on your move-in checklist anything that is not perfect.

### **Handicapped Accessibility**

Our management company allows for existing rental homes to be reasonably modified to accommodate handicapped persons. This modification and the restoration to re-modified conditions must be done at the expense of the renter. Depending on the extent of the modifications, there may be a modification deposit. We ask that you follow the following process;

1. Provide us with the specific details of the work, the names of the general contractors and subcontractors.
2. Sign a modification agreement which allows you to proceed with the work, and which guarantees that the work will be done in a professional manner and that the home will be resorted to its pre-modified condition if you leave; and
3. Obtain the appropriate building permits, required licenses and lien releases and provide us with copies.

### **If You Are Not Approved**

You may be denied for not meeting any criteria and/or for any one of the following reasons:

1. You have past due balances on your credit report of 150% or more of the proposed rent.
2. The information, which you provided, on the application is incomplete, inaccurate or falsified.
3. Your rental history shows that:
  - a. During that last three years, you have paid rent late more than four times, or received more than one noise complaint, or damage to property or other non-compliance with our rental agreement.
  - b. During the last three years, you have been evicted (Forcible Entry Detainer, Unlawful Detainer, 20 or 30 Day No Cause, 10 Day For Cause, or 3 Day (72 hours) Notice); or
4. Your current or previous employers are not licensed or not listed in known directories.

Our employees are not permitted to release any information obtained through the resident screening process. If you have not been selected as a resident and you believe that you do meet the criteria, you may:

1. Contact the reference you listed on the application (landlord, employers, etc.); or
2. Contact our screening agency to confirm fact or correct inaccurate information. The agency which we use is:

Equifax PO Box 105873  
Atlanta, Georgia 30348  
(800) 685-1111  
OR

RealPage, Inc. PO Box 118889  
Carrollton, Texas 75011-8889  
(800) 456-4008

