



**EPOCH MANAGEMENT, INC.
RENTAL APPLICATION
APPROVAL CRITERIA**

We are working with our community to maintain quality in the neighborhood. Therefore, we have a very thorough screening process. If you meet the application standards and are accepted, you will have the peace of mind of knowing that other residents are being screened with equal care. Please review the following list of criteria. If you feel you meet these standards, please apply.

Equal Housing: This community does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation or national origin.

Identification: All visitors must present a current photo ID issued by a state or government authority (i.e. State Issued Driver's License, State Issued Photo Identification Card, current Passport, current United States Military ID card, or VISA issued by US Immigration and Naturalization Services) A copy of all applicants photo IDs will be made and retained at time of move-in.

Occupancy: **Roommates:** 2 persons per bedroom only. **Familial Status:** Familial Status protects children under the age of 18 and the family with children under the age of 18. A maximum of two persons per bedroom plus one (1) additional person (child under the age of 18) per apartment home. (example: 1/1 = 3 persons; 2/2 = 5 persons; 3/2 = 7 persons; 4/2 = 9 persons)

Application for Residency: An Application for Residency must be completed and maintained for each applicant 18 years or older who will be living in the apartment and/or contributing to the payment of rent.

Qualifying Standards

Rental History: Up to 24 months of rental history may be verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice, with no damages is expected. Eviction, Skip, or Money Left Owing to a Landlord within seven (7) years of application date or falsification of this application may result in an automatic rejection.

Credit History: An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. Persons declined for no credit history may qualify with a higher deposit.

Income: Applicants must have a verifiable income source. Individual gross income must equal two and a half (2.5) times the amount of rent. Acceptable income verification required may include pay stubs consecutive for a six (6) week period, a notarized letter from the employer, the most recent W2, or proof of assets equal to 1 times the lease term. Self-employed applicants may be required to supply the most recent IRS tax return or certified verification from their company accountant or bank. Retired (must provide documentation of ability to pay rent). Students must provide proof of financial aide or attain an approved Lease Guarantor.

Lease Guarantors: This community MAY OR MAY NOT permit guarantors. Please contact the leasing professional for this community's policy. A Lease Guarantor and/or Additional Security Deposit may be required upon evaluation of rental application(s). Lease guarantors may be accepted for income qualification purposes only and must reside in the USA. Guarantor must qualify based not only on the proposed rent amount for the applicant's apartment, but the combination of the proposed rent plus their own housing obligation.

Non US or US Citizens without a SSN or ITIN: Applicants must provide I-94, I-94W (Immigration arrival and departure approval to be in the US) or I-20 (International Student approval to be in the US). The lease end date can not extend past the date the applicants are approved to be in the US. Applicants must pay two (2) month's additional deposit equivalent to two (2) month's "market" rent. Applicants must also provide proof of verifiable income.

Criminal Background Check: A criminal background check will be run on all Applicants. An applicant may be automatically denied in the event the applicant(s) have ever been convicted of a felony or misdemeanor for a crime against a person, another person's property or against society. The applicant(s) may also be decline if they have received adjudication or have been charged with a felony or misdemeanor offense(s) within the past seven (7) years for a crime against a person, another person's property or against society. An automatic denial will also occur should an applicant appear on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies.

The applicant agrees that the lease shall be terminated in the event the applicant, after moving onto the property, is convicted of a felony or misdemeanor for a crime against a person, another person's property or against society, and/or appears on the list of known terrorists and wanted fugitives.

Note: This requirement does not constitute a guarantee or representation that residents or occupants residing at this apartment community have not been convicted of a felony or are not subject to deferred adjudication for a felony.

Notification: Applicants will be informed of the status of their application by telephone within five (5) business days (Mon – Fri) from submitting the application and the required processing fee. If the applicant is rejected, the applicant will be given an adverse action letter with information to contact First Advantage SafeRent to request copies of the information used to determine eligibility for occupancy. Management cannot be held responsible for inaccuracies contained in any information obtained, and is not allowed to provide details to the applicant regarding said information.

Applicant Signature

Management Representative Signature

Date: _____

Rev. Date: July 14, 2008

