

GENERAL INFORMATION

In order to assist our applicants with the application process, we are outlining a list of guidelines used to qualify applicants for possible tenancy in a Rozeboom & Company community. Please note that the following outline describes our current policies. We cannot guarantee that all residents and occupants already residing within one of our communities have met these requirements, as some residents may have been approved for residency prior to these requirements going into effect. In addition, our verification services are limited to the data we receive from our screening service providers and from our screening processes.

EQUAL OPPORTUNITY HOUSING PROVIDER

We are an equal opportunity housing provider, and we comply fully with the federal Fair Housing Act and all state and local fair housing laws. We don't discriminate against any person because of race, creed, color, religion, national origin, ancestry, sex, sexual orientation, marital status, disability, or familial status.

APPLICATION PROCESS

Each applicant must complete a separate rental application. If your responses to the questions on the application indicate that you don't meet our rental criteria, we won't process your application. If your responses indicate that you do meet our rental criteria, you'll be required to pay a \$25 non-refundable application fee to process your application.

We'll submit your application to our screening service which may check your credit report, criminal history, rental references, and employment history to confirm that they meet our rental criteria. We may also check your rental references and employment references directly with current or previous landlords and/or employers. The screening process usually takes one to two business days. We'll rent available apartments to qualified applicants in the order that their applications are approved. We'll accept a rental application without a deposit but we won't hold an apartment for you unless you pay the deposit and sign a Deposit Receipt & Agreement form.

IDENTIFICATION REQUIREMENT

Upon submission of an application the leasing agent will require identification in the form of a valid driver's license or a government issued photo identification card for all applicants. The application will not be processed if the applicant fails to provide identification.

AGE REQUIREMENT

Every prospective resident for an apartment must be at least 18 years of age unless they are living with a parent or another person having legal custody. Individuals under 18 years of age who are living with a parent or another person having legal custody, or the designee (with written permission) of such parent or other person having legal custody, are not required to complete an application.

INCOME REQUIREMENT

The applicant's gross monthly income must be at least 2.5 times the monthly rental rate. For example, an apartment which rents for \$600 per month requires income of at least \$1,500 per month. If there is more than one applicant the monthly income of all of the applicants is combined to determine if the income requirement is met.

If there is no regular income to report, an applicant's liquid assets must total at least 3 times the total rent for the entire lease term. For example, if an applicant applies for a 12 month lease at a rental rate of \$600 per month the total rent for the lease term equals \$7,200. The applicant's liquid assets must equal at least 3 times this amount, or \$21,600.

CREDIT SCORE

Our screening service calculates a credit score based on numerous factors, including but not limited to current and past payment status on accounts, outstanding debts, collections, civil judgments, ages of the accounts and judgments, payment amounts compared to debt amounts, and many other factors. Based on this credit score, our screening service will recommend that the application be accepted, rejected, or accepted with an additional deposit or co-signer. If a co-signer is required the co-signer must pay the same application fee and pass the same application and screening process as the applicant. The co-signer is jointly and severally liable for all lease obligations.

APARTMENT COMMUNITY COLLECTION ACCOUNTS

Apartment community collection accounts will result in an automatic decline unless the applicant pays the amount due and provides written documentation confirming that the account has been paid. An additional deposit or co-signer won't be accepted with an automatic decline for apartment community collection accounts.

EVICTION HISTORY

An applicant with a record of one or more eviction actions being filed in the past 3 years will be declined unless a qualified co-signer is obtained.

SOCIAL SECURITY NUMBERS

Applicants without a valid social security number will be accepted provided they pass the standard screening process and pay a deposit equal to 2 times the standard deposit. Applicants submitting a false or invalid social security number or a social security number associated with fraud or abuse will be automatically declined. An additional deposit or co-signer won't be accepted with an automatic decline for a false, invalid, or fraudulent social security number.

CRIMINAL ACTIVITY

An applicant with a record of any of the following criminal activity in the past 7 years (calculated from the date of disposition) will have their application declined. Criminal activity includes any felony, any terrorism related activity, any drug related activity, any sex related or prostitution related activity (including declining sex offenders), and any misdemeanor involving violence, weapons, crimes against persons, or crimes against property. An applicant with a sex offender record or a record of any sex related felony will have their application declined regardless of when the offense occurred.

Criminal activity includes conviction, pleading guilty or "no contest", and charges which result in "deferred adjudication" or "adjudication withheld". Criminal activity also includes criminal charges which are pending. Applicants won't be declined for petty offenses less serious than a misdemeanor.

OCCUPANCY GUIDELINES

To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions we adhere to all applicable fair-housing laws and city occupancy standards. We allow a maximum of one person in a studio, two persons in a one-bedroom, four persons in a two-bedroom, four persons in a one-bedroom with a den, and six persons in a three-bedroom.

PET POLICY

No pets are allowed, even temporarily, anywhere in the apartment or apartment community unless we've so authorized in writing. Pet prohibitions apply to all mammals, reptiles, birds, rodents, and insects. This restriction does not apply to service animals of disabled persons.