

## Statement of Residential Rental Policies

In order to reside in our community, we require that each applicant/adult occupant meet certain rental criteria. Before you fill out our Rental Application, we suggest that you review these criteria to determine whether you meet the requirements. Please note that the term "Applicant" provided below applies to all residents to be identified on the Rental Agreement/Lease and the person(s) responsible for paying the rent. These are our current criteria; nothing contained in these requirements constitutes a guarantee or representation by Management or Owner. These requirements are subject to change without notice. Management reserves the right to make exceptions to the below criteria based on federal rules pertaining to protected classes. Additionally, our ability to verify and determine if these requirements have been met is limited to the information we receive from the various credit reporting agencies.

1. **AGE:** Applicant(s) must be at least eighteen (18) years of age.

2. **OCCUPANCY GUIDELINES:**

Studio	One (1)
One Bedroom	Two (2)
Two Bedroom	Four (4)

**APPLICATION FEE AND DEPOSIT:** A \$35 non-refundable application fee per applicant is required for processing the application. The Security and Damage Deposit will vary by property but generally ranges from \$250 - \$500. A holding deposit in the form of a **credit card payment, cashier's check or money order** is due when the application is submitted. Apartments will not be held off the market without the holding deposit. If the applicant is declined, the deposit will be refunded. If the applicant is approved, the holding deposit becomes part of the Security and Damage Deposit. The additional Security and Damage Deposit is due on or before move-in. The first month's rental payment is also due and payable on or before the move in date. MOVE-IN MONEY MUST BE IN THE FORM OF A CASHIER'S CHECK OR MONEY ORDER, OR A CREDIT CARD PAYMENT (\$25 fee applies), NO EXCEPTIONS.

3. **EMPLOYMENT HISTORY:** Six months current verifiable employment with a gross monthly income at least two and one-half (2.5) times the monthly rent is required. If current employment is less than six months, we must be able to verify two (2) years of previous employment or else a cosigner may be required. Recent graduates must provide proof of enrollment or graduation. Self-employed applicants must provide a financial statement from a CPA or a copy of the previous year's federal tax return. Employment will be verified with a human resources or payroll department; income verification may require copies of pay stubs.

4. **RENTAL HISTORY:** Applicant must provide not less than six (6) months of current verifiable landlord/rental history or be required to pay an additional month's rent upon move in or provide a cosigner. An applicant will not be approved if there is any outstanding balance due to another apartment community. Additionally, all adult occupants must have an acceptable rental history with no prior evictions or history of default in lease obligations or community policies. The following information will be verified: (a) length of residency, (b) consistency /timing of payments, (c) adherence to community policies, (d) if proper notice was given. Family members and friends will be excluded as verifiable rental history. Persons without verifiable landlord/rental history may be accepted under extenuating circumstances at manager's discretion.

6. **CRIMINAL BACKGROUND CHECK:** Applicants charged with two or more or convicted of a felony involving violence, theft, sexual offense, trafficking of drugs or any gang related offense, **will be declined.**

7. **CREDIT:** A credit report from a national credit reporting agency and a public record search will be run for each applicant. Eviction records, bankruptcy within the last two (2) years or a derogatory credit rating (i.e., unpaid collections, accounts 30 days or more past due, charged off accounts) are all cause for an application being declined. Outstanding medical bills will not necessarily cause an applicant to be declined if applicant can show repayment efforts are being made.

8. **CO-SIGNERS:** Cosigners are accepted with the following requirements at the discretion of management but preferably: (a) area be a relative (exceptions possible at manager's discretion) (b) have five (5) plus years of continuous verifiable work experience, (c) have verifiable credit in good standing.

9. **PETS:** Acceptance of pets, including size and type, varies by property but generally requires payment of an additional pet deposit and monthly pet rent. Please contact property directly for details.

10. **PARKING:** Varies by property. In some cases there may be an additional fee for parking. Please contact property directly for details.

Mosaic Property Management and this rental community adhere to the Fair Housing Law (Title VIII of the Civil Rights Act of 1968 as amended by the Housing and Community Development Act of 1974 and the Fair Housing Amendment of 1988) which stipulates that it is illegal to discriminate against any person in housing practices because of race, color, religion, sex, national origin, disability, or familial status.

THIS IS AN EQUAL HOUSING OPPORTUNITY COMMUNITY

