

RENTAL SCREENING CRITERIA

We would like to thank you for choosing our community for your new home.

1. **Dewey Commercial is an equal opportunity housing provider.** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, creed, color, national origin, ancestry, religion, sex, marital status, domestic partnership status, affectional or sexual orientation, age, mental and physical disability, nationality or source of lawful income. We also comply with all state and local fair housing laws.
2. **Apartment availability policy.** Apartments become available when they are deemed ready for move in. A vacant apartment will not be deemed available until it has been cleaned, repainted, prepared and certified by the Property Manager. We update our list of available apartments as each apartment becomes available. An apartment that was unavailable in the morning may become available later the same day as work is completed.
3. **Age.** All persons over the age of 18 residing in an apartment are considered parties to the lease and must qualify financially.
4. **Roommates.** Every roommate must complete an application. Each applicant will be qualified separately. The income requirements may be combined.
5. **Occupancy Standards.** 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. We allow two persons per bedroom. For example, a one-bedroom apartment may house up to two people and a two-bedroom may house up to four people. Note: Dens are not considered bedrooms. Any change in occupancy during the term of the lease causing this guideline to be exceeded shall be considered a breach in the lease. The residents shall be given 60 days to arrange alternate accommodations before vacating the premises.
6. **Applications process.** We evaluate every apartment application in the following manner:
 - a. Applicant submits a rental application, answering all questions on the application form, and authorizes the credit and criminal background check via signature and date.
 - b. Applicant pays the nonrefundable application fee.
 - c. From applicant's or applicants' responses to the application questions, management will determine whether the applicant/applicants qualify for the requested apartment.
 - d. Management will check each applicant's credit report, employment history and rental references to confirm that all meet our rental criteria. If the applicant/applicants meet our criteria, we will approve the application.
 - e. It is our intent to process all applications within 48 hours. This period is largely dependent upon our ability to obtain and verify the information applicant/applicants have supplied on the application form. As soon as an application is approved, we will contact the applicant/applicants. Should an application be denied, we will notify the applicant/applicants in writing as to the reason for denial.
 - f. We will rent available apartments to applicants in the order that their applications are approved.

RENTAL SCREENING CRITERIA

7. **Rental Criteria.** To qualify for an apartment, every applicant must meet the following criteria:
- a. **Income.** The monthly rental rate should not exceed 33% of the applicant's verified combined household monthly income. Applicants with insufficient income must provide proof of the sufficient savings equaling to 36 times the monthly rent, in addition to providing a security deposit equal to one month rent and a co-signer. Proof of income in the form of tax returns or a letter from an accountant must be notarized.
 - b. **Employment History.** Applicants must be able to prove at least one year of employment immediately preceding the date of the application. If an applicant is newly employed, a new hire and acceptance letter on original company letterhead is required. If an applicant is self-employed, documentation that the business has been in operation for at least one year is required. A Schedule C from an annual tax return signed by a certified accountant or financial statements from a certified accountant would be acceptable. Independent consultants should provide their most recent tax returns and/or a copy of their current contracts. Applicants need to provide proof of earnings within the United States. A security deposit equal to one month's rent will be required. If applicants have been full time students at any time within the previous year, management will require a lease guarantor. If an applicant is unemployed, proof of an alternate source of income is required.
 - c. **Housing History.** Every applicant must have satisfactory rental and/or mortgage payment history. If the applicant or applicants have ever been evicted or sued for any lease violation, the application will be rejected. Applicants need to provide the address where they have resided previous to this application. Unacceptable references include those with three or more late rental or mortgage payments, an outstanding balance to a landlord or mortgage provider, damages to the apartment or community, insufficient notice to vacate or an unfavorable landlord reference on the applicant or applicants or any members of the household. Any eviction with an outstanding balance or within the prior three years with a zero balance is unacceptable, and the application will be denied.
 - d. **Credit History.** An acceptable credit report is required. The prior history will be reviewed. Total monthly debt, excluding childcare expenses, cannot exceed 43% of an applicant's monthly income. An unacceptable credit report reflects one or more of the following: slow payment accounts, unpaid bills, liens, judgments and bankruptcies. A prior bankruptcy must have been discharged two years prior to the application, and the applicant must have reestablished acceptable credit. Recent settlements of bankruptcy need to be proven with discharge papers.
 - e. **Criminal History.** If any of the applicants have ever been convicted of a felony, the application will be rejected. If an applicant has been convicted of a misdemeanor involving dishonesty or violence within the past five years, the application will be rejected.
 - f. **Guarantors.** If the applicant or applicants do not meet one or more of the above criteria, a third party to guarantee the lease may be accepted. The guarantor must pass the same application and screening process that every other applicant must pass except that management will deduct the guarantor's own housing costs before applying his or her income to our income standard. An application with an out of state co-signer will require a month-and-a-half security deposit.