

# Qualifying Criteria

Balfour Beatty Communities will comply with all federal, state and local regulations regarding Fair Housing for all applicants and residents regardless of race, color, religion, sex, national origin, familial status or handicap.



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## Occupancy Standard

Two persons maximum per bedroom (Exception: Child under 24 months of age, unless otherwise dictated by state or federal law)

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## Age Requirements

Lease Holders must be at least 18 years of age. All Lease Holders and Occupants age 18 years or older are required to submit an application for approval.

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## Credit

FICO credit scores will apply. Bankruptcy history is acceptable if discharged and good credit is reflected for the most recent 12 months. The name, phone number and address will be provided by management.

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## Additional Deposit

If prospective Lease Holder(s) does/do not satisfy the credit criteria (but not to the point of disqualification), an additional security deposit may be required. .

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## Payment Method

Method of payment may be by check, debit card, ACH Direct Deposit or Allotment. Cash will NOT be accepted.

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## Previous Residences

All applicants and occupants must have positive rental history within the past 2 years. No evictions will be acceptable. Addresses indicated on the credit report(s) must exactly match residences listed on the rental application. Proof of current address must be validated by providing a copy of a recent utility bill.

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## Criminal

Any applicant or occupant that has a felony conviction or deferred adjudication or probation for the felony offense is considered reason for denial. Any applicant or occupant that has a misdemeanor and involves moral turpitude offense. (i.e. – drug involvement, selling, manufacturing, or possession of a controlled substance, theft, etc.) is considered reasons for denial. Any deferred adjudication for any such offense or probation are also considered reasons for denial.

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## Income

The monthly rental amount cannot be more than 3 times to that of the total gross income of all leaseholder. Allowances, third party support and other income require verification. Proof of income must be validated by providing copies of the two most recent paycheck stubs for verification of both income and employment. If a Guarantor is required, monthly rental amount cannot equal more than 15% of the Guarantor's monthly income. Guarantor will be required to provide the required address verification and income verification documents and sign all required lease documents prior to resident taking possession of premises.

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## Employment

Lease Holder(s) must present evidence of stable work history for a minimum of one year. If not employed, must present evidence of regular income. If self-employed or Retired Military must present income tax returns will be required. Persons who hold commission-only or base plus commissions, tips and bonuses jobs are considered self-employed. A letter of intent to hire from the employer should be provided if employment has not yet begun.

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## Renter's Insurance

Resident acknowledges being responsible for obtaining and maintaining insurance to cover losses or damages. Resident acknowledges being advised to obtain liability insurance and property insurance at Resident's cost to protect Resident from claims for property damages and physical injury caused by Resident, or Occupant(s), guests or invitees.

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## Pet Policy

A maximum of 2 indoor pets will be allowed with the payment of a pet fee/and/or deposit in accordance with the Community Pet Policy. Resident will also be required to adhere to the Pet Policy regarding breed restrictions. Applicant may request copy of policy at time of application. Exceptions will be made for pets designated as service animals as provided under the Fair Housing Act.

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## Notification of Application Approval/Denial

Applicant will be notified of Approval by letter sent via electronically or fax. Notification of Denial will be sent by letter via electronically or fax. Management can provide contact information for credit bureau upon request.

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Signature of Applicant Date Signature of Applicant

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Date

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Signature of Applicant Date Signature of Applicant

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Date

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Signature of Landlord's Representative

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Date

Revised 11/19/2010