

Statement of Rental Policy

Welcome to The Heights at Delaware Ridge. Before you apply for an apartment, please review our rental application approval criteria. The following information is offered so that applicants will have a detailed statement of rental qualifying policies. There are no exceptions to these policies, so it is important for all applicants to review this information carefully before submitting an application.

Non Discrimination

It is the policy of Premier Real Estate Management Inc to do business in accordance with all applicable Fair Housing Laws and to provide equal opportunity housing. We will not discriminate against anyone in the rental of an apartment due to their race, color, religion, national origin, sex, age, familial status, sexual orientation, or mental or physical handicap.

Confidentiality

We maintain a strict policy of confidentiality and privacy of our applicants and residents. We do not discuss information on applications with anyone other than the applicant. In addition, we do not discuss the individual credit reports with the applicant.

Age/Identity Verification

Applicants must be of at least 18 years of age. A government issued photo ID is required of all applicants who wish to tour an apartment or model. Applicants from foreign countries who have no social security number or citizenship must have a proper and current US Visa, I-9 documentation, and meet other criteria for consideration.

Credit History

A credit report will be obtained for all prospective occupants age 18 or older. Applicant screening is completed through Real Page Onsite and is a statistically, sound, credit scoring system. Your consumer credit report contains information about you and your credit experiences, such as bill payment history, the number and type of accounts you have, late payments, collection actions, outstanding debt, and the age of your accounts. Based on upon your credit history, your application will be accepted, declined or accepted on the condition that an additional security deposit is paid. If your application is declined or accepted with conditions, you may request the name, address and telephone number of the consumer reporting agencies which provided your consumer information for us. If you would like to dispute anything within your credit report, you will need to contact the credit reporting agency that provided the report. An individual with an application that is rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration. Any credit report that includes liens or judgements will be automatically denied.

Rental History

Each applicant must provide their previous addresses and landlord contact information for the past 3 years for rental history verification. References from family members will not be considered. Applicants with negative rental history within the last 7 years will be denied. Negative rental history includes any outstanding debt to previous landlords, excessive late payments, excessive returned checks to previous landlords, damages owed and evictions filed and not remedied. An applicant with no previous rental history will be required to pay an additional security deposit in addition to the standard security deposit.

Criminal History

Criminal checks will be conducted on each occupant and leaseholder who is 18 years of age or older. Applicants with convictions that may pose a risk to the safety and/or health of residents or employees or the safety of the property will require further review and may be declined.

Proof of Employment

Applicants must provide 2 paystubs or the most recent W-2, and/or allow The Heights at Delaware Ridge to contact employer to verify employment. New employment may be verified with an intent to hire letter. Proof of employment must be received within 72 hours of submission of application or the application is subject to denial.

Income History and Verification

The total gross income must be at least 3 times the monthly market rent for the unit selected. Roommates must have a combined monthly income equal to or greater than 4 times the monthly market rent for the unit selected. Income must be verified by a direct supervisor, payroll or human resources department in writing, and/or by the applicant's last two paystubs or most recent W-2. Self-employed applicants are required to provide the previous year's tax return with a profit/loss form. Court ordered alimony and child support will be considered as income. A copy of the court order is required. Pension or Social Security are considered income with a copy of applicant's pension or Social Security check or a copy of a bank statement showing direct deposit of the pension or Social Security payment.

Insurance Requirement

Residents are required to obtain proper liability renter's insurance prior to occupancy and lease renewal. Liability insurance will have a limit of no less than \$100,000.00 each occurrence. All residents are required to provide a copy of the policy to The Heights at Delaware Ridge, maintain the coverage throughout their residency and have The Heights at Delaware Ridge listed as an "Interested Party" on the policy.

Occupancy Standards

- One Bedroom Maximum of two occupants
- Two Bedrooms Maximum of four occupants
- Three Bedrooms Maximum of six occupants

Pet Restrictions

A maximum of two pets are allowed per apartment. The combined total weight shall not exceed 60 lbs at full growth weight. Breed restrictions apply, please inquire for a detailed list of restricted breeds. All pets must have management approval prior to occupancy. Caged animals, exotic, feral and wild animals that require a heat lamp are prohibited.

<u>Number of Pets</u>	<u>Pet Privilege Fee</u>	<u>Pet Deposit</u>	<u>Monthly Pet Rent</u>
One	\$150.00	\$150.00	\$15.00
Two	\$300.00	\$300.00	\$30.00

Fees/Deposits/Validity Period

The **application fee** is \$30.00 per adult and is due when the application is submitted. The application fee is not refundable. Anyone who will be residing in the apartment and is 18 or over must submit an application.

The **administrative fee** is \$125.00 per apartment. The fee is due upon move in and is non-refundable.

The **security deposit** is \$250.00 pending the completion of the background check. Applicants that are considered "Conditional" through our screening process may be required to have a \$500.00 deposit. The deposit is due when reserving an apartment. If the application is cancelled within 72 hours of submission, the deposit is refundable. If the application is cancelled more the 72 hours after submission, the deposit is forfeited. The deposit is refundable if the application is denied.

Approved applications are effective for 90 days from the approval date. If the lease is not executed and/or the applicant fails to occupy an apartment within this time period, the application must be resubmitted for verification and approval. A new application fee will also be assessed.

No cash will be accepted.

All applicants must sign below. Your signature below indicates the following:

- All applicants have carefully reviewed these policies and believe themselves to be eligible for rental of a unit.
- Understanding of an agreement to be bound by the policies stated above regarding fees and deposits
- Consent to allow Premier Real Estate Management Inc, through its designated agent and employees to obtain and verify my credit information and a criminal background check for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, Premier real Estate Management Inc and its agent shall have a continuing right to review my credit information, rental application, payment history and occupancy history for account review purposes and for improving application methods.

Signature of Applicant

Date

Signature of Applicant

Date

Premier Real Estate Management, Inc Representative

Date