

## Rental Criteria

Hillpointe Property Management, LLC is committed to equal housing, and we fully comply with the Federal Fair Housing Act (FFHA). We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one. Everyone 18 years of age and older, that will be residing in the apartment must complete an application and pay the applicable application and administrative fees. The application approval process is based on four (4) factors:

Credit History  
Criminal Background Check  
Employment Verification and History  
Income Verification

### APPLICATION EVALUATION

Welcome to our community. Before you apply to rent an apartment in our community, please take the time to review our rental criteria. Applications for apartments will be accepted on a first come, first-serve basis. A rental application must be complete, accurate, and verifiable on all non-dependent occupants 18 years or older that will occupy the apartment. Complete refers to all proof of income and valid, government issued photo ID's submitted upon completion of the application. Incomplete, inaccurate, or falsified information on the application will be grounds for denial. All application and administrative fees must be paid before an application is processed. A non-refundable application fee must be paid for each applicant. Multiple Applicants/Residents must jointly qualify for the home, each is fully responsible for the entire rental payment, and each must execute the Lease Agreement and its supporting documents.

**Age:**

All lease-holding Applicants must be at least 18 years old. A copy of a valid State or Federal Government issued identification card for each applicant must be provided.

**Income:**

Pre-tax, total income for all applicants in an apartment must be at least three (3) times the base monthly rent and verifiable from an unbiased source. \*Proof of income that includes consistent overtime and/or commission-based pay will be considered by management and could be included in the mandatory gross income requirement. Acceptable proof of income includes but is not limited to:

1. Most recent pay stubs from employer or payroll company that can be verified for authenticity.
2. Most recent bank statements clearly showing recurring pay deposits from the employer or payroll company for the last 3 months.
3. Job offer letter and income verified by employer on company letterhead.

In the event of self-employment, the applicant(s) must provide proof of income via tax returns or an accountant's certification of income for the past two years. If an applicant has no current employment, one or more of the following conditions must be met:

1. Consistent bank statements reflecting a balance equivalent to three (3) times the rental obligation for the entire lease term.
2. Proof of trust fund income, retirement funds, and/or any liquidated assets.
3. Proof of social security, retirement, unemployment, or disability income.

Employment transfers or relocations must have correspondence showing an accepted job offer. The income will only be considered if the legal source of income can be verified. If employed by companies such as Door Dash, Uber, etc., a statement of earnings from the company must be used as proof of income in addition to bank statements that show consistent deposits from the employer. In some cases, you may be asked to provide pay stubs from your previous employer to establish a consistent employment history. All income documents will be verified.

A Guarantor may be requested only if the applicant fails to meet the income requirements. Guarantors cannot be used for credit or criminal purposes. Any Guarantor must meet all the standard application requirements, have excellent credit, plus have a minimum monthly income of five times (5x) the monthly rent. Verifiable income from all guarantors will be required.

**Employment:**

We require verifiable employment history for at least the past two years. Applicants must be a permanent employee of the submitted employer location that is within a 90-mile radius of the property. If the employer location is in a different city/state, you will be required to provide documentation of working in a mobile location from the employer. If you are self-employed, retired, or not employed, we can accept documents such as signed tax returns (2 years minimum), bank statements, etc.

## Rental Criteria

<b>Occupancy History:</b>	Evictions, skips, landlord debt, or falsification of application may result in an automatic rejection.
<b>Credit History:</b>	Credit history should reflect on time payments and no history of debt "write-offs" or accounts that have gone into collection. Accounts that will negatively affect credit score and approval include but are not limited to collections, charge-offs, repossessions, foreclosures, current delinquency, and bankruptcies. Money owed to a previous landlord or utility company is cause for automatic denial unless verifiable proof of payment made in full is submitted. Applicants with no credit, slow credit, or marginal credit may be approved with an additional security deposit.
<b>Criminal Background:</b>	A criminal background check will be conducted for each applicant 18 years and older. Applications could be declined if any of the following are discovered: Felony conviction or any conviction, active parole, "adjudication withheld," "deferred adjudication" or any open criminal proceedings/charges resulting from charges related to terrorism, drugs, prostitution, sex, animal cruelty, or crimes against person or property.
<b>International Applicants:</b>	<p>International applicants with no social security number may need to answer additional questions on the rental application or fill out a supplemental rental application. The purpose of this is for the applicant to:</p> <ol style="list-style-type: none"><li>1. Provide information on an emergency contact person for them in their home country.</li><li>2. Verify that they are lawfully in the United States.</li><li>3. Determine if their right to be in the U.S. expires during the Lease Contract term.</li><li>4. Enable us to better cooperate with government officials in the performance of their duties, when requested.</li></ol> <p>*International applicants may need to provide one or more of the following documents:</p> <ol style="list-style-type: none"><li>1. Form I-551 Permanent Resident Card Alien Registration Receipt Card (form includes photo and fingerprint and Card number).</li><li>2. Form I-766 Employment Authorization Document (form includes photo and fingerprint, expiration date and card number.</li><li>3. Form I-94 Global Entry Form (form does not include photo or fingerprint, expiration date and form number.</li><li>4. Copy of passport and visa, containing the following information: Country issuing passport, passport number, expiration date and visa expiration date.</li></ol>
<b>OCCUPANCY STANDARDS:</b>	<p>These standards state the maximum number of persons to occupy the home: Four (4) persons* per two (2) bedroom apartment. *Newborns less than 18 months are not counted under this standard.</p> <p>If the application is approved to remove the apartment from the market and secure it, the applicant will be required to pay the security deposit and sign the lease agreement within 48-hours. The deposit must be paid in certifiable funds (money order or certified check) and made payable to the property.</p>

**All application and administration fees are non-refundable upon completion of the application.**

Signing this acknowledgment indicates that you have had an opportunity to review our rental criteria and authorize Pointe Grand Apartments to run a criminal history, income, credit, and reference checks as part of the application process and/or as deemed required by management. If you do not meet some of the rental criteria listed above, or if you provide inaccurate or incomplete information, your application may be rejected, and your application and administrative fees will not be refunded.

There may be residents and occupants that have resided in the community prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various resident credit reporting services used. It is the policy of this community to comply with all applicable fair housing laws, including those which prohibit discrimination against any person based on race, color, national origin, sex, religion, familial status, or disability.