



## Rental Application Policies & Requirements

Welcome to one of our Keller Investment communities! We would like to thank you for considering our community for your future home. Before you take the time to apply for one of our apartment homes, please review our rental criteria. All prospective residents will be qualified based on the following criteria.

1. **Application for Residency:** An application for residency must be completed and maintained for each applicant 18 years or older who will be living in the apartment and contributing to the payment of rent.
2. **Identification:** A copy of a valid unexpired government-issued photo identification must be provided by each applicant. As part of our screening process, we seek to verify, validate, and authenticate all applicant identities to protect the community and the applicant against various types of fraud (i.e., third-party leasing fraud, identity theft / identity-manipulation fraud, and synthetic fraud) and to obtain the applicant's correct credit, rental history, and criminal background information. If the applicant's identity cannot be authenticated using the applicant's stated information and provided photo identification, additional documents may be required of applicant to provide sufficient proof of identity, including, but not limited to, a secondary form of government -issued photo identification, permanent resident card, passport, I-94 form with photograph, W-2 form, social security card, recent paycheck stubs, or recent utility billings showing name and address. All visitors seeking to tour the community must present a valid driver's license or other photo identification. This community uses an identity verification platform to assist in identity and fraud challenges.
3. **Occupancy Guidelines:** Our community follows recommended occupancy guidelines which do not unreasonably restrict occupancy. Pursuant to such guidelines, a total of two (2) occupants plus one (1) is permitted per bedroom. For example, a one-bedroom apartment is allowed up to three (3) total occupants, a two-bedroom apartment is allowed up to five (5) total occupants, and a three-bedroom apartment is allowed up to seven (7) total occupants. Additional adult household members (over the age of 18) seeking to occupy an apartment must qualify as a new resident and be placed on the lease. If the addition of any adult resident exceeds the above occupancy guidelines, then all residents must immediately transfer to a larger apartment (subject to availability of alternate floor plan types and resident's compliance with the existing lease agreement). Residents must then pay the current rental rate or vacate the apartment subject to the terms and conditions of the lease agreement and supporting addendums. If the addition of a minor household member (17 years or younger) to the household exceeds the above occupancy guidelines, then the residents may remain in the existing apartment until the end of the current lease term. At the end of lease or term, they may transfer to a larger apartment, paying the current rental rate, or move from the property if a larger apartment is not available.
4. **Income Requirements:** Applicants must have a gross (before taxes) income source that can be verified to ensure that applicant possesses the ability to meet all rental payment obligations set forth in the lease. Applicants must provide proof of gross monthly income not less than 3x times the monthly rent of the apartment being rented. Income includes, but is not limited to, wages and other earnings, annuity payments, child support or alimony payments, social security, or other public assistance. In determining whether any applicant meets this income criterion, the available income for the entire household shall be considered.
  - If the applicant is presently employed, proof of income may be shown by production of one or a combination of the following documents: last two (2) consecutive payroll check stubs showing year-to-date income, prior year W-2 and recent payroll check stub, orders for alimony or child support, and current bank statement.
  - If the applicant is pending employment (or recently just started such employment) and has not yet received wages or payroll check stubs, proof of income may be shown by production of a verifiable official letter for employment to applicant on employer's letterhead and signed by employer, which includes the employer's name and contact information, job title, monthly salary/compensation, and the start date for employment – which must be within 45 days of expected move-in.
  - If the applicant is self-employed, not employed, or retired, proof of income may be shown by production of one or a combination of the following verifiable documents: prior year tax return, recent bank/financial statements, social security benefits letter or statement, income assistance benefit statement, annuity account payments showing regular income, or certified verification from accountant or bank.
  - If the applicant has alternative, irregular, or fluctuating income, including, but not limited to, gratuities, commissions, or bonuses, proof of income may be shown by production of the prior year's tax return and the past 3 months' bank statements indicating net deposits amounting to not less than 2.5x times the monthly rent for the applied-for apartment.
  - This community uses SNAPPT to verify proof of income documents.

5. Rental History: Positive and verifiable rental history (or mortgage payment history) for at least twenty-four (24) months prior to application date must be shown by applicant. Positive and verifiable rental history is shown by the information provided in the application, and through verifications provided to, and obtained from, prior landlords, for which applicant hereby consents to.
- Applicants with negative verifiable rental history, including, but not limited to, judgments for eviction in the past five years, reports of material and/or irreparable lease violations, and reports of service of more than two (2) non-payment of rent eviction notices within the prior year, may be disqualified on that basis. Applicants with a record of an eviction judgment in the prior twenty-four (24) months result in automatic denial of the application.
  - Applicants who have no prior verifiable rental history may be disqualified on that basis or may be approved upon provision of an additional security deposit not to exceed two (2) times the monthly apartment rent. Verifiable rental history does not include rental history with relatives, in dormitories, or with close friends.
6. Credit History: A credit report shall be processed and obtained for every applicant over the age of 18 years. This screening is necessary to evaluate credit history against indicators of future rent payment performance. Evaluation of credit history is based solely on the screening results and the information contained within the applicant's credit report when obtained. To the extent that applicant contends such report contains errors or omissions, it is applicant's obligation to seek correction of same via the credit bureaus and the reporting parties, and to resubmit their application for tenancy.
- Applicants with poor credit – or a lack of any reported credit history – may be disqualified on that basis or may be approved upon (a) provision of an additional security deposit not to exceed two times the monthly apartment rent, and/or (b) provision of a Guarantor. Poor credit includes, but is not limited to, reported credit scores of 620 or below, reported credit history containing current or recent delinquent account(s), active collection account(s), charge-off account(s), prior foreclosure, prior bankruptcy filings and/or discharge(s) within the past five (5) years, or unsatisfied judgment(s).
  - Applicants with a credit history reporting a pending bankruptcy, or any unsatisfied judgment or debt owed by applicant to a prior landlord, shall result in automatic denial of the application.
7. Criminal Background: A criminal background check is processed and obtained for every applicant and occupant over the age of 18. The safety of existing residents and employees, and the avoidance of physical damage to the property, are substantial, legitimate, non-discriminatory interests justifying this screening. Applicants with a conviction record of any crime involving, related to, or posing a threat to the health and safety of residents and employees or to the physical property itself, may be denied tenancy in accordance with this policy. This policy only applies to records of conviction; arrest records, indictments, or other evidence of alleged criminal conduct are not considered during this screening. This policy and its criteria are narrowly tailored to meet our concerns and applied uniformly to all applicants.
- Manufacture or distribution of a Controlled Substance as defined by section 102 of the Controlled Substances Act (21 U.S.C. 802). A record of conviction for manufacture or distribution of a controlled substance shall result in a denial of tenancy, without regard to the conviction date.
  - Sex Offender subject to lifetime registration requirement. A record of conviction for a sex offense requiring lifetime registration requirement shall result in a denial of tenancy, without regard to the conviction date.
  - Felony or misdemeanor convictions involving crimes against persons. A conviction for homicide, manslaughter, arson, burglary, home invasion, battery, assault, kidnapping, sex offense, weapons offense, or any other crime involving or related to serious bodily injury or harm to a person shall result in a denial of tenancy if that conviction occurred within fifteen (15) years of date of application, and/or if date of application is within five (5) years of sentence completion.
  - Felony or misdemeanor convictions involving crimes against property. A conviction for larceny, theft, conversion, destruction of property, embezzlement, forgery, or any other crime involving or related to property damage shall result in a denial of tenancy if

that conviction occurred within ten (10) years of date of application, and/or if date of application is within five (5) years of sentence completion.

Applicants who are denied pursuant to this policy may submit, within fourteen (14) days of the denial, verifiable evidence of mitigating factors for additional assessment, including (by way of example, with no single factor being determinative): the facts or circumstances surrounding the conviction; the age of the individual at the time of the conviction, evidence that the individual has maintained a good tenant history before and/or after the conviction; evidence of rehabilitation efforts and/or any other factor related to whether a specific person poses any threat to safety. Upon receipt of a request for additional assessment with evidence of mitigating factors, we will perform an individual evaluation and provide a timely response.

8. Guarantors: A co-signer may be permitted to allow applicants to satisfy the income and credit history criteria of this policy; a co-signer will not be accepted in lieu of, or to satisfy applicant's compliance with, identification, rental history, or criminal background criteria. A permitted co-signer must complete an application and meet all the residents' selection criteria. Income requirements for co-signers are 5x times the monthly rent of the apartment being rented. The co-signer must execute an appropriate Guarantor agreement or addendum to the lease, and agree to all terms contained therein, including, but not limited to, remaining fully responsible for the lease in the event of the occupying resident(s) default.
9. Animal/Pet Policy: All animals must be pre-approved by management. No more than two (2) animals in total are allowed in any apartment. A non-refundable pet fee, a refundable pet deposit and monthly pet rent may be charged per pet, if the pet is allowed. All residents with animals are required to have an animal agreement on file and must submit a veterinarian statement (no more than 12 months old) that establishes the general health of the animal and the status of all required shots. A photograph of the animal will be made part of the lease agreement. No exotic animals are allowed. Dogs of a class with known vicious or aggressive propensities shall not be permitted. Examples of these breeds (but not exclusive) are Akita, American Staffordshire Terrier, Chow, Doberman Pinscher, German Shepherd, Mastiff, Pitt Bull, Presa Canarias, Rottweiler, Husky, Alaskan Malamute, and wolf hybrids. Full blood or mixed at any percentage are PROHIBITED from residing in this community. This Community approves reasonable accommodation requests for animals based on verified disability and disability-related need, in accordance with applicable law. This community requires all animals/pets to be registered with Pet Screening for policy review, documentation and may be subject to an annual registration fee.
10. Corporate Leases: An application can be submitted in the name of a company if the business entity has a valid DUNS (Data Universal Numbering System) number. A business credit report will be accessed to determine the company's ability to make timely payments of rent. The company must provide a minimum of three (3) trade references that will be verified. A larger application fee or additional deposit may be required. All occupants over the age of 18 must apply and criminal background must be processed and approved prior to occupancy. The above criminal history guidelines will apply.
11. Denial of Application: The community evaluates information obtained as to the above criteria with an analyzation method provided through an independent 3rd party contractor. Further, our ability to verify whether these criteria have been met is limited to the information made available to us by the various reporting services used. Applicant acknowledges and agrees that denial of the application may result if the above rental criteria and policies are not met by applicant. Applicant further acknowledges that all answers and information provided in the application are accurate, truthful, and complete. If at any point such answers or information are determined to be inaccurate, untrue, or if applicant failed to provide same, denial of the application may occur. This obligation survives for the duration of the term of tenancy, and any violation of same shall authorize immediate termination of the Lease Agreement, initiation of eviction proceedings, and all other remedies provided for in the Lease Agreement or pursuant to applicable law. Applicant further acknowledges and agrees that there may be current residents or occupants residing in this community prior to the above criteria going into effect.
12. Fair Housing Statement: Our community is committed to compliance with all federal, state, and local fair housing laws. It is our policy to comply with all laws prohibiting discrimination as to recognized protected classes (i.e., race, color, religion, national origin, sex, handicap/disability, and familial status) and to comply with all laws requiring provision of reasonable accommodations and modifications when such accommodations and modifications are reasonable and necessary for persons to have equal use and enjoyment of the premises.
13. Homebody: We are pleased to announce that this community provides Homebody Rent Reporting to all our residents. The cost of this service is \$8.95 per month for one participating resident per household or \$14.95 per month for multiple participating residents in a household. Enrollment in Homebody Rent Reporting **is automatic for all new move ins**, however it is entirely optional and is not a condition of our Rental Agreement. Should you decide to opt out, please let the Leasing Office know or contact [1-877-577-0850](tel:1-877-577-0850) or email [rentreporting@homebody.com](mailto:rentreporting@homebody.com).



## Payment Processing Fee Disclosure to Customers

By authorizing payment to this apartment community through the online payment service, you agree to the terms and conditions listed below. This apartment community reserves the rights to amend these terms and conditions at any time without prior notice. It is the responsibility of the account holder to read the terms and conditions before making an online payment. Online payment services may offer E-Check, Debit or Credit Card options.

- Credit Card online payments will be charged a non-refundable card payment processing fee will be charged by a payment processor. The non-refundable card payment processing fee is 3% (capped) of the applicable transaction amount.
- Debit Card online payments will be charged a non-refundable card payment processing fee will be charged by a payment processor. The non-refundable card payment processing fee is a flat fee of \$7.95.
- Commercial Debit Cards (Comm Debit) online payments will be charged a non-refundable card payment processing fee will be charged by a payment processor. The non-refundable card payment processing fee is 3.5% of the payment amount or \$7.95. Whichever amount is greater.
- Internation Card online payments will be charged a non-refundable card payment processing fee will be charged by a payment processor. The non-refundable card payment processing fee is fee is 4% of the applicable transaction amount.
  
- The account holder agrees that the E-Check, Debt or Credit Card information submitted for payment is correct and accurate. The account holder shall not use E-Check, Debit or Credit Card that is not lawfully owned by him/her or the use of which is not authorized by the lawful owner thereof. The Card holder agrees and undertakes to provide the correct and valid E-Check, Debit or Credit Card information/data.
- The account holder agrees and confirms that when they initiate a payment transaction and issue an online payment instruction and provides their E-Check, Debit or Credit Card:
  - The account holder is fully and lawfully entitled to use such E-Check, Debit or Credit Card for such transactions.
  - The account holder is responsible for ensuring that the E-Check, Debit or Credit Card information/data provided is accurate.
  - The account holder authorizes the payment plus any applicable fees.
- It is recommended that the card holder print and retain a copy of the transaction for record keeping purposes, which can assist in resolution of any disputes that may arise out of usage of the online payment service.

Refund and Cancellation Policy: In the event an application is cancelled or denied refunds may take up to thirty (30) business days to process and a check is mailed out to the address listed on the application. If the Card holder disputes an unauthorized charge on the same business day of the original transaction it can be voided prior to close of business at 6:00 PM EST. If the card holder disputes an unauthorized charge any day following the credit card settlement, the refund/return may take five (5) to seven (7) business days to post to the payor's account.

Emails from our apartment community and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. If you are not the intended recipient of an email, you must not take any action based upon its contents, nor copy or forward it to another recipient. If you believe you have received an email in error, please contact the apartment community.