

STATEMENT OF RENTAL POLICY WYNCROFT HILL APARTMENTS & TOWNHOMES

Welcome to our community and thank you for giving us the opportunity to become your new home. The following is being provided as a statement of rental qualifying policies. Nothing contained in these requirements shall constitute a guarantee or representation by us that all current residents and occupants have met these requirements. There may be occupants that resided on the premises 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 screening, credit, criminal and evictions reporting services used. If you have any questions regarding these policies, please feel free to consult a member of our leasing staff.

Equal Housing

We are pledged to the letter and spirit of the United States Policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin. We also comply with all state and local laws.

In order that Wyncroft Hill Apartments complies with federal guidelines regarding the accessibility and adaptability of apartments for the physically challenged, there may be slight variations in certain kitchen and bath dimensions, cabinets, countertop/vanity configurations and bath door swing directions between ground floor and other apartments. If you have questions regarding these variations, please consult our leasing staff.

Availability

Apartments become available once current resident notice to vacate has been received. Our available apartment listing is updated as notices are received and may change throughout the day.

Confidentiality

We maintain a strict policy of confidentiality and privacy for our applicants and residents. We do not discuss information on applications with anyone other than the applicant.

Age/Identity Verification

Applicants must be at least 18 years of age. A government issued photo ID is required of all applicants and guarantors who wish to tour an apartment home 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. All occupants 18 years of age and older will be asked to complete the rental application.

Credit History

We use an independent credit screening company to evaluate credit history. This evaluation helps us determine the applicant's ability to pay rent and/or other charges on a timely basis. If you would like to discuss anything in your credit report, you must contact the credit screening company. Upon applicant's request, you will be provided the name and address of the screening company. The applicant may not have a bankruptcy filed within the preceding six months. Proof that bankruptcy has been discharged is required.

Criminal History

Criminal checks will be conducted. If you have ever been convicted of, charged with, placed on probation for or pleaded guilty to any type of felony crime, we have the right to reject your application. If you have ever been convicted of, charged with, placed on probation for or pleaded guilty to a misdemeanor crime, we have the right to reject your application. Conviction of any sexual offense will not be accepted. Conviction for any terrorism related charges will not be accepted.

Proof of Employment

Proof of stable employment (at least one year preceding the date of your application) and income verification. New employment may be verified with an intent to hire letter.

Income

Monthly gross income must be three times the rental rate for the chosen unit. Income must be verified by a direct supervisor, payroll or human resources department, and/or by the applicant's last 2 consecutive pay stubs. Self-employed applicants are required to provide either the previous year's tax return or bank statements for the last 2 full months. Roommates must have an individual gross income of twice the rental rate for the chosen unit. Anyone not having a monthly income may qualify with a current bank balance equal to or greater than 1 year rental payments. A copy of the bank statement showing this balance is required. Allowances from parents, scholarships, study subsidies, court ordered alimony and child support, commissions, or tips will require notarized written verification. Pensions 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.

Rental History

We use an independent screening company to evaluate rental history. This company will contact previous landlords in order to verify rental history. Previous residence must have prompt payment record and sufficient notice given. Applicants with negative rental history occurring 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.

Guarantor

A guarantor may be required if the applicant does not meet the minimum income or credit history standards set forth. Applicants must, at a minimum, meet the standards in one of the categories in order for us to accept a guarantor. A guarantor may not be used for bad rental history or criminal history. A guarantor will be responsible for all applicants applying for occupancy.

Occupancy Policy

1 Bedroom = 2 persons; 2 Bedroom = 4 persons; 3 Bedroom = 6 persons. Exceptions may be made to this policy based on the familial status of occupants. All occupants 18 years of age and older will be considered as residents under the lease agreement and will be asked to sign the lease as a responsible resident. A rental application is to be completed by each occupant 18 years of age and older, without omission or falsification of information.

Pet Policy

Two pets are permitted per apartment home. Cats must be declawed. No wild animals are allowed. The weight limit for dogs is 100 pounds. Dog breeds or mixed breeds including any of the following are not accepted: Akita, American Staffordshire Terrier/Pit Bull Terrier, Chow Chow, Doberman, Rottweiler.

Parking Policy

Residents may keep a maximum of two vehicles per apartment; three vehicles are permitted if the unit is a three bedroom townhome.

Insurance Requirement

Residents are required to obtain renters' form homeowner's insurance coverage for personal liability (property damage and bodily injury) with a limit of not less than \$300,000.00 each occurrence, and a \$500.00 in medical premium payments coverage. All residents are required to show proof of insurance prior to possession of unit and at lease renewal.

Application Fee/Deposit

Application fee is due when application is submitted and is non-refundable. The Administration Fee and Security Deposit are due when apartment is reserved. Refundable if application is cancelled with 48 hours after approval, non-refundable thereafter. Unit availability changes daily and cannot be guaranteed without an administration fee/security deposit. 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 re-submitted for verification and approval. A new application fee will apply. **NO CASH WILL BE ACCEPTED.** All rents, deposits, and fees must be paid by check, cashiers check, or money order.

It is important that applicants review this information carefully before submitting an application. Applicants' signatures below indicate that they have reviewed these policies and believe themselves to be eligible for rental of a unit. Signatures also indicate understanding of and agreement to be bound by the policies stated above regarding fees and deposits.

Applicant Signature _____

Date _____

Applicant Signature _____

Date _____