

Resident Selection Criteria and Housing Policies

This community utilizes the Resident Selection Criteria described below to assist it in determining whether Applicants are qualified to become residents of this community. This Community is an equal opportunity housing provider and complies with all federal, state and local laws and mandates, including fair housing laws.

The following is a schedule of criteria upon which an Applicant is selected. Please note that this is our current Rental Selection Criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that resided here prior to these requirements going into effect.

Each Application must be signed giving us authorization to verify the information given. All Applicants are required to provide either a social security number or individual taxpayer identification number issued by the U.S. Internal Revenue Service in accordance with Section 55-248.4 of the Virginia Residential Landlord and Tenant Act.

In addition to a valid social security number or a valid taxpayer ID (ITIN) number, all applicants must present a valid, unexpired picture ID to verify identity, and Landlord may request to make a photocopy of any such document as permitted by applicable law. A Virginia driver's license or other similar photo identification issued by the Virginia Department of Motor Vehicles, containing either the applicant's social security number or a control number issued by the Virginia Department of Motor Vehicles, is preferred. If unavailable, other acceptable forms of identification, include, but are not limited to, the documents listed below:

- A driver's license or identification card issued by another state;
- A U.S. or foreign passport;
- A Form I-551 Permanent Resident Card;
- A Form I-766 Employment Authorization Card; or
- Any other unexpired United States government-issued identity document containing Applicant's name, photograph, and date of birth.

A non-refundable \$32 per application fee will be charged for all Applicants.

Age

All persons age eighteen (18) years of age and older must submit a Rental Application, and qualify individually as a Resident. However, any person who is a legal dependent of any Applicant who is between age 18 and 25 may not be required to satisfy the credit Tenant selection criteria, and may be listed as an Occupant rather than a Tenant on the Lease, provided they are able to provide a copy of the most recent tax return filed with the IRS. Except as set forth in the preceding sentence, no person over age 18 or older may reside in the apartment without being approved as a Resident, and listed as a Resident on the Lease.

Credit Criteria

Onesite's scoring system is used to determine credit eligibility. Our guidelines are as follow:

<u>Score</u>	<u>Required Deposit</u>	<u>Required Reservation Fee</u>
• Pass	\$350	\$200
• Pass with Conditions	1 month's rent	\$300
• Fail	Rejection	

1. Present and Past Credit Reports: Any of the following may be cause for denial of an Application: Credit obligations that are: three or more times delinquent; currently in default; result in a repossession; or that are the subject of a pending suit.
2. Chapter 7 and 13 bankruptcies need to be fully discharged.
3. Landlord reserves the right to obtain an Applicant's credit report within 30 days prior to move in.



For non-U.S. citizens, additional documentation of immigration status may be requested if Applicant's credit report/credit history cannot be obtained. This documentation can include a U.S. government document evidencing a currently-valid immigration status in the U.S., such as a Form I-551- Permanent Resident Card, Form I-766- Employment Authorization Card, an unexpired Form I-797 approval notice containing Applicant's name and date of birth, or any other documentation confirming legal status in the United States. Additional examples of acceptable documentation are provided on the list of "Acceptable Documents" to demonstrate eligibility for a Virginia's driver's license or ID card, as posted by the Virginia Department of Motor Vehicles, at http://www.dmv.state.va.us/webdoc/pdf/accept_doc_status.pdf.

Income Verification

Applicant will be asked to provide verifiable information or documentation to support application items. These may include, but are not limited to, "Leave & Earnings Statements", pay stubs, evidence of taxes paid in past years, personal identification, or confirmation of employment signed by an authorized officer of employer on company letterhead. Failure to provide such documentation may be grounds to deny an Application.

If income comes only from sources such as retirement, pension, self-employment, you must show proof of assets 3 times the total lease amount. Proof of these assets must be reviewed by the property manager for approval.

All verifications must be less than 120 days old at the time of move in. Landlord reserves the right to recheck verifications within 30 days prior to move in.

Employment

1. Applicant must have continuous employment for at least 3 months at the time of Application. If employment is less than 3 months, Applicant will be required to pay a security deposit of 1 month's rent.
2. An increased security deposit will not be required in Section (1) above if Applicant has a credit score of Pass and a good rental reference, provided Applicant does not have a history of filed judgments or money owed to a prior landlord.
3. Applicants will be required to provide 4-6 consecutive pay stubs from Employer.
4. Individuals who work for Temporary Agencies must have worked for the same agency for a minimum 3 months. Applicant will be required to pay a security deposit of 1 month's rent.

Self-Employment

Self-employed Applicants must have filed taxes with the IRS and be employed in the same business in order to process their Application. Applicants must provide a tax return for their business, including a Schedule C. Self-prepared taxes will not be accepted unless verified through the IRS.

Rental History

If applicable, all Applicants must have a positive rental reference and/or mortgage rating. The Application will be denied for any of the following:

1. Any record of an unapproved early termination of a prior lease.
2. Any record of 4 or more late payment within a 12 month period. Any history of eviction.
3. Any record of disturbing neighbors, destruction of private or public property by Applicant and/or other occupant and/or guests.
4. Any record of disruptive or dangerous behavior.
5. Any record of unsanitary or hazardous housekeeping.



Adverse Criminal History

- A. Criminal Convictions: A criminal check through a criminal record check service will be performed on an Applicant with approved credit, for the purpose of determining whether such Applicant is likely to pose a threat to the health and safety of other residents, guests, and/or site employees, or a threat to the safety of the property. The following non-exclusive list includes certain categories of crimes, and the minimum number of years that must have elapsed since the conviction and/or exit date from incarceration for that crime:

Crimes Against Persons: (+ 5 years from exit date of incarceration)

- Assault related offenses 10 years
- Homicide related offenses 10 years
- Kidnapping/abduction related offenses 10 years
- Sex related offenses 10 years
- All other offenses causing a threat to the health or safety of a person 7 years

Crimes Against Society: (+ 3 years from exit date of incarceration)

- Illegal manufacture or distribution of a controlled substance All years
- Currently required to be registered on the National and/or Sex Offender and/or Crimes against Minors Registry All years
- Any terrorism related conviction 7 years
- Any crime involving the use of a firearm, weapons or explosive 7 years
- Other Drug or Narcotics related offenses 5 years
- Drunkenness related offenses 3 years
- Prostitution related offenses 3 years

Crimes Against Property: (+ 3 years from exit date of incarceration)

- Arson related offenses 10 years
- Robbery, larceny or theft related offenses 7 years
- Burglary/Breaking and entering related offenses 7 years
- Destruction/damage/vandalism of property 5 years
- Extortion/blackmail related offenses 3 years
- Fraud related offenses 3 years
- Bad checks related offenses 1 year
- Counterfeiting/forgery related offenses 1 year
- Embezzlement/bribery related offenses 1 year

If an Applicant has a conviction of one or more of the criminal offenses listed above, Landlord will deny the Application if the Applicant failed to disclose such offense or affirmatively misrepresented that Applicant had no criminal convictions, when in fact Applicant had one or more criminal offenses. Otherwise, Landlord will notify Applicant prior to rejecting the Application and such Applicant shall have three (3) business days from verbal, written, or email notification of such notice to provide any mitigating information Applicant would like Landlord to consider regarding such prior criminal history, to include, for example: the facts or circumstances surrounding the criminal conduct; the age of Applicant at the time of the conduct; evidence that Applicant has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Landlord shall review any such information provided by Applicant in writing prior to making a final determination on acceptance or denial of the Application.



B. Drug or Alcohol Use and/or Convictions: Any current illegal use of a controlled substance as defined under Virginia and /or Federal Law will be grounds for the rejection of your Application. Any evidence of alcohol abuse which manifests itself and results in conduct that poses a clear and present threat of substantial harm to the health and safety of others and to the dwelling itself, will be grounds for rejection of your Application. Any record of a prior conviction for the illegal manufacture or distribution of a controlled substance will be grounds for denial of an Applicant's Rental Application.

Misrepresentation

The information given on the Application must be correct and truthful. Supplying false, misleading, or inaccurate information, or omitting information shall be grounds for denial of an Application. No reconsideration will be made of Application. Denied Applicants can reapply after 3 months.

Occupancy Standards

A maximum of two Residents, and/or one or more authorized Occupant(s) listed on the Lease Agreement, are permitted to reside in a bedroom, provided that the total number of persons residing in the bedroom complies with applicable building and zoning code requirements. The current Virginia Building Code requires that each bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each person. For purposes of this paragraph, the term "Resident" shall mean any person age 18 or over who is required to be listed as a Resident on the Lease Agreement and an "Occupant" shall mean any person under age 18 required to be listed on the Lease Agreement.

Transfer Policy

Transfer Policy will be considered in accordance with Program and/or Properties' guidelines. Ask manager for details.

