

Statement of Rental Criteria and Equal Housing Form

1. **Equal Housing Opportunity:** MMG Management, LLC dba Meridian Management Group (Management Company and Agent for Owner of this community) adheres to the all federal Fair Housing Laws (Title VII of the Civil Rights Act of 1968 as amended by the Housing and Community Development Act of 1974 and the Fair Housing Act of 1988). We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local county fair housing laws.
2. **Availability:** Apartments become available when they are ready to rent. A vacant apartment will not be deemed available until it has been fully prepared for a new resident. Extensive damages or renovations or any unforeseen repairs could delay your move in process. We update our list of available apartments as each unit become available. An apartment that was unavailable in the morning may become available later the same day.
3. **Occupancy Standards:** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair housing laws. The rule of thumb is 2 occupants per bedroom with a limit on the number of adults who may occupy the apartment. Adults are classified as those 18 years of age or older at the time of application. Your occupancy level may increase if an occupant is under 17 months of age. A den, study, or sunroom does not count towards bedroom size.

<u>Unit Type</u>	<u>Adult Only</u>	<u>Adult + Minors</u>
1 bedroom / Studio	2	2 occupants
2 bedrooms	4	4 occupants
3 bedrooms	6	6 occupants
4 bedrooms	8	8 occupants

4. **Application & Reservation Fees:** A non-refundable application fee of **\$50** for the primary applicant and **\$50** for additional co-applicants/cosigner and a non-refundable reservation fee of **\$150** shall be paid with completed application(s). Each occupant 18 years of age or older must complete an application and meet the qualifying requirements. Each applicant/occupant is fully responsible for the entire rental payment and each must execute the apartment rent contact along with all any other addendums. Legally married applicants are permitted to apply as one applicant but must execute the rental agreement as individuals. Rental applications are valid for 30-days from the time a credit and criminal report was generated.
5. **Lease Guarantor (co-signer):** If a guarantor is required, the guarantor must complete an application, meet all the qualifying criteria and execute an apartment rental contract. Guarantors must have a gross monthly income equal to five times the monthly market rent for that apartment. Guarantor is responsible for all monies due on the account and must adhere to the terms and conditions of the apartment rental contract. Utilization of a guarantor is not permitted when applicant is disqualified due to poor rental or credit history, only lack of income OR in the event primary applicant is a full-time student. Proof of active student status will be required.
6. **Security Deposit:** A minimum refundable security deposit in the amount of **\$100** and a non-refundable deposit bond of **\$0** will be required at time of move-in. The minimum deposit bond is subject to change based on credit and rental history. Security deposits are required in certified funds and payable to the property name.

Conditionally approved applicants will be required to pay a non-refundable risk fee up to a full month's rent. This is in addition to the non-refundable reservation fee of **\$150**.

Application Cancelled: If for any reason the applicant voluntarily cancels the application prior to 24 hours, a refund of the reservation fee will be processed via check, but the application fee(s) will remain non-refundable.

Application Denied: If the application is declined, the applicant will be notified in writing, and the security deposit will be refunded in accord with state regulations for deposit monies along with half of the paid reservation fee. The application fee will remain non-refundable. If your application is declined or is accepted with conditions you will be given the name, address and telephone number of the consumer reporting agency providing the information to us. You will be notified in writing via the USPS. Any applicant declined for unsatisfactory credit is encouraged to obtain a copy of your credit report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

7. **Move-In Date:** If both applicant and management agree on the date of move-in and the apartment unit is ready for move-in, the rental payment will commence on that date whether the applicant has moved in or not. Should apartment not be available on the agreed upon move-in date and a rescheduled date is not acceptable, the applicant's security deposit and reservation fee will be refunded within thirty (30) days. A move-in date will be agreed upon on the reservation agreement.



8. **Identity and Age Verification:** Government issued photo identification will need to be presented by all parties at the time of application. All applicants must be at least 18 years of age. A valid document issued by the United States Government (visa or permanent resident card) showing proof of legal status will be required for anyone not able to present a social security card if requested. A copy of all applicant's state issued drivers licensed will be required at the time of submission to verify check writing history, verify date of birth, and reflect address history.
9. **Employment:** Applicants must provide proof of income such as paycheck stubs (two(2) most recent required), verifiable employment offer letter, most recent tax records or three months of most recent bank statements within 24 hours of completing an application. Attending school will be accepted as an alternative to being employed, but applicant must meet rental criteria with regards to rental history, credit and show source of financial support. A cosigner may be required. Proof of student status will be required.
10. **Income:** Gross household income must be three (3) times the monthly rent prior to discounts or concessions. In roommate situations, the individual income of each roommate must be two and a half (2.5) times the monthly rent. The income requirement for co-signers is five (5) times the rent amount.
11. **Resident History:** Any applicant showing rental debt, poor rental history or eviction will be automatically declined. Source of rental history may not be from an individual. For persons owning a home, a financially satisfactory home ownership may be substantiated in lieu of rental history. Proof of timely mortgage payments will be reflected on a credit report. In the event any poor rent history is greater than 24 months, with 12 recent months of excellent history, the application may be conditionally approved.
12. **Criminal Background:** A criminal background search will be conducted for each applicant and occupant over the age of 17. It is our policy not to lease to applicants with felony offenses, drug charges, crimes against persons or property, or sexual offenses. If the criminal background search and/or information provided by you reveals past criminal behavior or pending criminal charges that violate our policies, your application will be denied.
13. **Credit:** All persons applying for an apartment must have established credit in overall good standing for the past two years. Lack of established credit or more than 50% negative credit may require an additional deposit or credit risk fee. Negative credit includes but is not limited to the following: past due accounts, judgements, liens, write-offs, and balance due to rental or Mortgage Company, unresolved bankruptcy. Any accounts listed on your credit as medical or educational will not be counted in with the credit evaluation.
14. **Pets:** No resident is permitted to have a pet without executing a pet addendum. All pets must meet the pet restrictions, a copy of which is available upon request. All pet fees and deposits or other fees associated with housing a pet must be paid at the time of move-in. Unless used as a service or support animal, restricted dog breeds are as follows: Doberman, Chow-Chow, Siberian husky, Dalmatian, Boxers, German shepherd, Doberman pinscher, Alaskan malamute, Rottweiler, Pit Bull (also known as American Staffordshire, American Pit Bull Terrier, Staffordshire bull terrier) and all "mixes" of the aforementioned breeds. If any pet is in question by management, documentation of breed will be required from a licensed veterinary practice. A maximum of two pets per apartment with a combined weight limit of 100 pounds will be allowed. A refundable pet deposit of \$0 and non-refundable pet fee of \$200 will be due for all pets, individually.
15. **Vehicles:** To allow maximum use of our parking areas, vehicles are limited to a maximum of two(2) vehicles per apartment or one(1) per bedroom whichever is greater. All vehicles must be registered with management, Boats, jet skis, recreational vehicles, trailers and/or trucks with company logos will not be permitted on the property without management's prior written approval. If approved they must be parked in an area designated by management. Parking areas are for "parking only" and may not be used for performing maintenance on vehicles. Vehicles must always be in operable condition, visually acceptable appearance and have current valid state registration. Failure to comply may result in your vehicle being towed off the property with or without notice.
16. **Privacy Policy:** We are dedicated to protecting the privacy of your personal information, providing your social security or other governmental identification numbers. We have adopted a privacy to help ensure that your information is kept secure. We follow all Federal and State laws regarding the protection of your personal information. You will be furnishing some of your personal information (such as your social security or governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application or other documents you provide to us or to an apartment locator service, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you or any money you may owe to us in the future. In our company, only authorized persons have access to social security or other governmental identification numbers. We keep all documents containing this information in a secured area, assessable only by authorized persons. We limit access to electronic versions of the information to authorized persons only. After we no longer need social security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include a physical destruction or obliteration of paper documents or electric files containing such information. If you found us through a locator service, please be aware that such services are independent contractors and are not our employees – even though they may initially process rental applications and fill out lease forms. You should require any locator service to furnish you their privacy policies as well.



17. **Consent to Verify Credit:** All applicants, roommate, and guarantors (if applicable) must agree to the following by executing this Resident Rental Criteria Form and an Apartment Rental Application form:

I hereby consent to allow Meridian Management Group through its designated agent and its employees, to obtain and verify my credit information for the purpose of determining whether to lease an apartment home to me. I understand that should I lease an apartment, Meridian Management Group and its agent shall have a continuing right to review my credit information, rental application, payment history, and occupancy history for account review and for improving application methods.

I have read, understand, and agree to abide by the qualifications for the application process. I understand that if my application is not approved, or if I cancel within 24 hours, I will forfeit my application fee(s) and reservation fee but will receive a full refund of my security deposit.

I also understand that any deposit(s) and reservation fee(s) are non-refundable if I cancel my application for any reason after 24 hours or after approval, whichever is greater.

I hereby affirm that I have read and reviewed a copy of the Statement of Rental Criteria.

I understand that a signed executed copy of the Apartment Rental Agreement and Addendums will be given to me upon taking occupancy.

Date: _____

Applicant Printed Name: _____

Applicant Signature: _____

Apartment Community Applied At: **Villas at Autumn Hills**

