

MY PROPERTY MANAGER, INC.
Rental Application Approval Criteria

Thank you for choosing My Property Manager, Inc. for your residential needs. Before you apply to rent a condominium, town home or home, please take time to review our rental application approval criteria. The following information is offered so that all applicants will have available to them a detailed statement of the rental qualifying policies. Although we have attempted to make this document easy to read and understand, by its nature as a statement of policy, it includes formal language and legal terms. If you have any questions about our policies or about the information in this document, please contact any member of our management team. Additionally, some owners will allow for additional deposits in order to secure a lease should you not meet all the financial or credit criteria.

We will not discriminate against any person in the rental of an apartment because of race, color, religion, national origin, sex, age, familial status, sexual orientation or mental or physical handicap.

The term “applicant(s)” under these criteria means the persons that will be signing the Lease as a “resident”; the term “occupant(s)” in these criteria means the person or persons that are authorized occupants under the lease. All adult occupants will be considered as responsible resident’s under the Lease Agreement and will be asked to sign the Lease as a resident. Please also note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us concerning current or prior residents or occupants. Our ability to verify whether these requirements have been met is limited to the information we receive from the various consumer reporting services used.

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. In addition, we do not discuss individual credit reports with an applicant in accordance with the provisions of the Fair Credit Reporting Act. If you would like to discuss or dispute anything in your credit report, you will need to contact the consumer-reporting agency that made that report. We will provide you the name and address of that consumer-reporting agency.

Application Fee: Each applicant must pay a non-refundable application fee. Because there are no exceptions, it is important that you review this information carefully before submitting an application, making certain that, to the best of your knowledge, you meet the rental application approval criteria stated.

Roommates/Co-Residents: In the event there are multiple applicants to reside in the same dwelling, i.e. roommates or co-residents, the information on all applicants will be combined during the verification process.

Occupants: Occupancy will be limited to no more than two (2) persons in efficiency, studio or one-bedroom apartment, four (4) persons in a two-bedroom apartment or six (6) in a three-

bedroom dwelling. Occupancy may also vary by the rules and regulations an association may have in place.

All adult occupants (over the legal age) will be considered as residents under the Lease Agreement and will be asked to sign the Lease as a responsible resident.

Social Security Number: Each applicant must have a United States government issued Social Security number in order for the verification process to begin. For non-U.S. Citizens, verifiable employment history will be required as well as residence history as stated below. Also required is a copy of a valid passport and or work visa with validity dates through the term of the lease.

Credit History: Applicant(s) must have a credit report, which reflects a positive payment history on at least 66% of the total accounts reported for the past two (2) years. Bankruptcy or unpaid foreclosure/eviction/skips/money owed to a previous landlord within two (2) years will result in denial of the application.

Income to Debt: A verifiable consistent monthly gross income less the total monthly debt obligations shown on the credit report divided by three (3) must result in an amount which is equal to or greater than the monthly rental rate for the desired apartment.

Income must be verified through a direct supervisor, payroll or human resources department, or from the applicant's last four paycheck stubs. Self-employed applicants will be required to provide either the previous year's tax return or bank statements for the last six (6) months.

Proof of retirement benefits, disability income or full time student status is required.

Residence History: Applicant(s) must have a current resident reference (apartment community or mortgage company) reflecting a prompt payment record and an acceptable rental history for the past two (2) years. Unpaid foreclosure/eviction/skips/or money owed to a previous landlord within three (3) years will result in denial of the application.

Any record of disturbance of neighbors, destruction of property, living or housekeeping habits at a prior residence which may adversely affect the health or welfare of other residents, illegal occupants or unauthorized pets may result in the denial of the application.

Employment: A company representative must verify applicant's employment. In the event of a job change, the previous employment will be verified and the applicant will be asked to provide a copy of an employment contract or written job offer from the new employer.

Proof of retirement benefits, disability income or full time student status is required.

Criminal History: Applicant(s) must not have a criminal history which reflects any prior felony convictions or deferred adjudication for felony offenses.

Please remember that this requirement does not constitute a guarantee or representation that residents or occupants residing at this community have not been convicted of a felony or are not

subject to deferred adjudication for a felony. There may be residents or occupants that have resided at the community prior to this requirement going into effect; additionally, our ability to verify this information is limited to the information made available to us by the reporting services used.

Validity Period: Approved applications remain in good standing for a period of sixty (60) days from the approval date. If the lease is not signed and/or the applicant fails to occupy an apartment within the viable time period, the application must be resubmitted for verification and approval and a new application fee must be paid.

Date

Signature of Applicant

Date

Signature of Applicant