

## OCCUPANCY GUIDELINES AND QUALIFYING CRITERIA

In order to qualify for housing at a TEJ Property a potential resident MUST meet the qualifications listed below on their own OR they MUST have a sponsor guarantor that meets income, credit, rental/mortgage and employment criteria.

\*\*\*\*For the purpose of this document, the term "Applicant" is defined as the person who will be signing the Lease as the "Resident". Please note that these are the current rental criteria for the community; nothing contained herein constitutes a guarantee or representation that all residents currently residing here have met these requirements. There may be individuals who began residing at this community prior to these particular criteria going into effect; additionally, the ability to verify whether these requirements have been met is limited to the reliability of information received from applicants and outside services used.

### EQUAL HOUSING

We are an Equal Housing Opportunity Provider. We do business in accordance with the Federal Fair Housing Act and do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. Additionally, we provide housing in accordance with all other state and local laws if those laws provide greater protection than the Federal Fair Housing Act.

### OCCUPANCY GUIDELINES

Occupancy at the Apartment Community is strictly limited to one resident per bedroom unless otherwise modified by the Apartment Community to accommodate double occupancy standards to specific unit types. An additional minor child being twelve (12) months of age or less who occupies the same bedroom with the child's parent or legal guardian, will be permitted in addition to the one person per bedroom occupancy guidelines as defined above. The birth certificate for the child must be submitted with the application for rental.

### APARTMENT AVAILABILITY

Applications for apartment homes will be accepted on a first come-first serve basis and are subject to the availability of the particular apartment type requested. "Availability" does not necessarily mean that an apartment will definitely be available for occupancy by an applicant at the estimated date. "Available" apartments include those where a "Notice to Vacate" has been submitted by an existing resident, indicating an intention to vacate on or about a certain date. Under certain circumstances, we will permit current residents who are not in default of their lease to withdraw or change their notice of moving. Other circumstances not necessarily under management's control may also delay the date of availability of an apartment. In addition, an apartment may not be considered available if it is about to be placed under contract as an application has been made and a deposit placed to hold the apartment has been paid. If the applicant's credit is not approved or if the applicant fails to sign a lease by the specified date, then the apartment would again become available. Whether a particular unit type of apartment is available can vary significantly within several hours or a day.

### FEEES

Each applicant is required to pay a non-refundable application fee for verification of information and credit approval. If qualifications on credit are not met then the resident will be required to pay an additional application fee to run a new guarantor. If the application is approved and the applicant fails to sign the lease or take occupancy of the premises on the agreed date, management will retain the application fee as liquidated damages for the amount of rent lost and any expenses incurred due to the cancellation. All residents are required to pay a No Hassle Fee to go towards turning your apartment at time of move out, these fees cover a normal clean and turnover of a unit any additional cost will be charged back to the resident at time of move out.

CREDIT HISTORY

A complete investigation of credit history of each applicant/Guarantor will be made and will require a satisfactory rating. Unsatisfied Bankruptcies, Judgments, and Tax Liens will be an automatic denial. Satisfied and Unsatisfied Evictions, Foreclosures and Repossessions will be an automatic denial. Any delinquent monies owed to a previous landlord will be grounds for denial of applicant.

\*\*\*If no or insufficient credit history is obtained then the potential resident will need to pay two months rent as a security deposit.

SOCIAL SECURITY NUMBER REQUIRED

Any resident that does not have a social security number must pay two months rent in advance, which shall be applied to the last two months of lease term to qualify for occupancy.

INCOME VERIFICATION AND EMPLOYEMENT HISTORY

Applicant's or Guarantor's monthly gross income must be at least three times the total rental rate. Applicant or Guarantor must have a minimum of one year of continuous employment history. All monthly income will be verified. One or more of the following documents may be submitted by the Applicant or Guarantor within 48 hours of the date of application: Recent paycheck stub, current bank statement showing recurring payroll deposits, last year's income tax return or W-2.

CRIMINAL BACKGROUND CHECKS

A criminal background check will be run on all occupants. The following are basis for non-approval: any misdemeanor or felony conviction involving actual or potential harm to a person or property or any misdemeanor or felony conviction involving any controlled substance, drug paraphernalia or weapons. Any other history or felony arrest will be evaluated on a case by case basis. Please note that this requirement does not constitute a guarantee or representation that Residents or occupants currently residing in our 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 applied to reside in our community prior to these requirements going in to effect.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE