

Qualifying Criteria

Balfour Beatty Communities will comply with all federal, state and local regulations regarding Fair Housing for all applicants and residents regardless of race, color, religion, sex, national origin, familial status or handicap.

1. **Occupancy Standard**
Two persons maximum per bedroom (Exception: Child under 24 months of age, unless otherwise dictated by state or federal law).
2. **Age Requirements**
Lease Holders must be at least 18 years of age. All Lease Holders and Occupants age 18 years or older are required to submit an application for approval.
3. **Credit**
FICO credit scores will apply. Bankruptcy history is acceptable if discharged and good credit is reflected for the most recent 6 months. The name, phone number and address of the consumer reporting agency will be provided by management.
4. **Additional Deposit**
If prospective Lease Holder(s) does/do not satisfy the credit criteria (but not to the point of disqualification), an additional security deposit may be required.
5. **Payment Method**
Method of payment may be by check or online ACH payment. Cash will NOT be accepted.
6. **Previous Residences**
All applicants and occupants must have positive rental history within the past 12 months, less than 12 months may result in additional deposits. No negative rental history or evictions are acceptable. Addresses indicated on the credit report(s) must exactly match residences listed on the rental application.
7. **Criminal**
Certain felony convictions of applicants or other occupants may be considered reason for denial. Except where otherwise required by law, applicants and other occupants who are registered sex offenders or convicted of terrorism related offenses will be declined in all circumstances. Convictions of certain misdemeanors and other petty crimes involving moral turpitude (such as manufacturing/distribution of controlled substances, theft, crimes against persons/property, etc.) also may be considered reasons for denial of applicants or other occupants.
8. **Income**
Minimum gross monthly income must be at least 3 times the rental amount. Allowances, third party support, student loans and other income require proof. Proof of income must be validated by providing copies of the two most recent paycheck stubs for verification of both income and employment. Proof of other income must be provided that meets the gross income requirement or produce at least two months of bank statements with supporting income information and/or income tax returns. If a Guarantor is required, monthly gross income must be at least 4 times the rental amount. Guarantor must provide the correct address information, income verification document and sign all required guarantor addendum documents prior to leaseholder taking possession of premises. In addition, Guarantors will be subject to a credit check as part of the approval process.
9. **Employment**
Lease Holder(s) must present evidence of stable work history for a minimum of 12 months. A valid letter of intent to hire from the employer should be provided if employment has not yet begun. If not employed, lease holder(s) must present evidence of regular income. Persons who hold commission-only or base plus commissions, tips and bonuses jobs are considered self-employed and will need to produce tax returns.
10. **Renter's Insurance**
Resident acknowledges they will be required to obtain general liability insurance. Resident acknowledges that landlord recommends resident's purchase of personal property insurance at resident's cost to protect resident from claims for property damages and physical injury caused by Resident, or Occupant(s), guests or invitees.
11. **Pet Policy**
A maximum of 2 indoor pets will be allowed with the payment of a pet fee/and/or deposit in accordance with the Community Pet Policy. Resident will also be required to adhere to the Pet Policy regarding breed restrictions. Applicant may request a copy of policy at time of application. Exceptions will be made for pets designated as service animals or assistance animals as provided under the Fair Housing Act or ADA.
12. **Notification of Application Approval/Denial**
Applicant will be notified of Approval by letter sent electronically. Notification of Conditional Acceptance or Denial will be sent electronically and by mail. Management can provide contact information for credit bureau upon request.

Signature of Applicant

Date

Signature of Applicant

Date

Signature of Landlord's Representative

Date

