

SUNCHASE AT LONGWOOD & THE GREENS AT SUNCHASE RENTAL CRITERIA

Management Services Corporation strongly supports the applicable Federal and State Fair Housing laws in both spirit and actual practice. All policies set forth below are to be strictly adhered to without regard to race, color, religion, sex, national origin, handicap or familiar status. All prospects are to be treated in the same manner when marketing an apartment or rental property. Guidelines for acceptance of a lease agreement for all applicants are outlined below:

Note: Anyone 18 years or older who will be living in the apartment must complete an application and qualify according to the guidelines set herein. A minor who turns 18 during occupancy will be required to complete application at lease renewal, but will not be subject to the qualifying guidelines.

However, if the qualifying resident(s) is removed from the lease agreement, the existing occupants will be subject to re-qualification guidelines as outline below.

I. Rental Scoring

Sunchase at Longwood and The Greens at Sunchase Apartments rely upon statistical scoring models to determine the relative financial risk of leasing an apartment to you. We use a third-party screening company, ResidentCheck, to screen all applicants at Sunchase at Longwood and The Greens at Sunchase. In order to estimating risk, rental scores are an objective and consistent way of reviewing relevant application information, and help speed the applications approval process.

How is my rental score determined?

Rental scoring systems assign pointes to certain factors identified as having statistical correlation to future financial lease performance. Your rental score results from a mathematical analysis of information found in your credit report, application, and previous rental history. Such information may include your bill-paying history, the number and type of accounts you have, collection actions, outstanding debt, income, and the number of inquiries in your consumer report. The final number, or rental score, represents an estimated level of risk as compared to the performance of other consumers in a range of scores.

Because your rental score is based upon real data and statistics, it is more reliable than subjective methods of evaluating your information. Rental scoring treats all applicants consistently and impartially. Additionally, your rental score never uses certain characteristics lie – race, color, sex, familial status, handicap, national origin, or religion - as factors.

Where can I have my score explained?

Should your application be denied based upon your rental score, you can learn which factors most negatively influenced your score by contacting the consumer reporting agency listed below. Additionally, you can obtain a free copy of your consumer report, if you make the request to the consumer reporting agency within 60 days of the denial.

Contact Information:

ResidentCheck, LLC
5005 LBJ Freeway, Suite 225, Dallas TX 75244
Ph. (800) 491-2580

II. Scoring

Sunchase at Longwood (ResidentCheck):

- Any applicant with a score of 29.0 or lower is approved without conditions.
- Any applicant with a score of 29.1 to 55.0 will be approved with an additional deposit or will furnish a qualified guarantor.
- Any applicant with a score of 55.1 or higher is denied.

Qualifying with an <u>additional</u> deposit of:	1 Bedroom	\$400
(Total refundable deposit will be \$550)	2 Bedroom	\$400
	3 Bedroom	\$400
	4 Bedroom	\$400

Guarantor: If an applicant furnishes a guarantor to qualify the guarantor must qualify under the Landlord's regular criteria with a score 29.0 or lower. However, if the guarantor's score is 29.1 or higher, the applicant is denied.

The Greens at Sunchase (ResidentCheck):

- Any applicant with a score of 27.0 or lower is approved without conditions.
- Any applicant with a score of 27.1 to 50.0 will be approved with an additional deposit or will furnish a qualified guarantor.
- Any applicant with a score of 50.1 or higher is denied.

Qualifying with an <u>additional</u> deposit of:	2 BD / 2BTH	\$400
(Total refundable deposit will be \$550)	3 BD / 2BTH	\$400

Guarantor: If an applicant furnishes a guarantor to qualify the guarantor will only qualify under the Landlord's regular criteria with a score of 27.0 or lower. However, if the guarantor's score is 27.1 or higher, the applicant is denied.

Income Requirement: Combined monthly gross income must be at least three (3) times the rent, and verified by Management.

Acceptable employment/income verification are as listed and required upon approval:

- a. Income necessary for payment of rent must be verifiable. A recent paycheck stub that reflects year-to-date earnings or annual salary, recent income tax statement, W-2 form (verifying current salary), or written formal employment offer on company letterhead will be required to verify employment.
- b. If income is supported by alimony, child support, SSI, trust fund, savings or any other appointed funds, applicant must provide legal documentation of such income.
- c. In the event that compensation is primarily a result of tips or commissions, three (3) weeks of paycheck stubs or a W-2 verifying the amount is required.

III. Name Additional and Deletion

Name Deletion. Name deletion is the removal of a person from a lease agreement with the permission of all parties concerned. The remaining resident(s) on the lease must re-qualify under our current criteria if we originally combine the income of all applicants.

Name Addition. Name addition is the adding of a person to a lease agreement with the permission of all parties concerned. The applicant will follow the criteria outlined above. To qualify for the full rental amount, the new applicant's income will be combined with the current resident's income. Applicants who qualify with combined income will be required to re-qualify in the event that one of the leaseholders wishes to remove themselves from the lease agreement. The current resident will be required to complete a new application, unless they have lived with us for less than 6 months. In the instance that the name addition applicant is processed and "approved with conditions" we will automatically accept the applicant based on the acceptance of the existing residents.

IV. Undergraduate Students at Sunchase at Longwood

A full time undergrad student may be exempt from the above criteria with acceptable proof of enrollment and must follow guidelines/criteria listed below:

- Applications are submitted and completed electronically via the Sunchase website. A full-time undergraduate student who has completely filled out their rental application, will be exempt from the Landlord's regular criteria, provided the student's Guarantor has completed required form(s). The Guarantor's Lease Guaranty Form must be completed, signed, and returned electronically within 24 hours of receipt of their electronic DocuSign envelope. In the event that this form is not returned within the specified time period, Landlord reserves the right to qualify the applicant under the Landlord's regular criteria. If applicant does not qualify under the criteria, the Lease Agreement may be declared null and void. If not so cancelled, the Lease Agreement shall continue in full force and effect.
- If the student cannot provide a Guarantor, Sunchase will attempt to qualify the Applicant by screening the Applicant through ResidentCheck under the Landlord's regular criteria.
- If the student does not qualify on their own, and does not have adverse credit and/or rental history, they will be allowed to volunteer to pay the lease in full (**or** they can still get a guarantor if they want). If they have adverse credit and/or rental history, they cannot volunteer to pay the lease in full or get a guarantor.
- If an Applicant does not qualify for the premises and/or cannot volunteer to pay the lease in full, the lease will be voided.

V. The Greens at Sunchase (apartments within buildings 301, 303, 305, 401, 403, 407)

A graduate student is eligible to occupy The Greens at Sunchase with acceptable proof of enrollment and qualification through ResidentCheck under the Landlord's regular criteria. A full-time undergraduate student is not eligible to occupy The Greens at Sunchase.

VI. Criminal History

Any applicant, including applications submitted by a spouse or by any person(s) over the age of 18 intending to move into an existing household, may be rejected for the following:

- Management expressly reserves the right to deny any application on the basis that a court of competent jurisdiction has convicted an applicant of manufacture or distribution of a controlled substance as defined under applicable federal or state law.
- Management expressly reserves the right to deny any application on the basis that an applicant has a prior record of a criminal conviction(s) that involve harm to persons or to property, which would constitute a clear and present threat to health, or safety of other individuals.

VII. Non US Citizens

Applicants who have arrived in or returned to the United States within ninety (90) days prior to application date may have the landlord/mortgage reference credit history waived if such records are unavailable. In such cases Management Services Corporation requires that the applicant successfully satisfy the employment/income criteria or obtain a guarantor whose permanent residence is within United States. Student applicants must be able to provide sufficient loan information to qualify according to income or obtain a guarantor.

Non-U.S. citizens who have entered the United States legally are eligible to apply for residents with Management Services Corporation. In order to qualify, the individual(s) must provide the necessary documentation to verify their legal status, satisfy the current rental criteria and complete the Non-US Citizen Form.

Non-US Citizens must complete a Non-US Citizen Form in addition to the standard application. As part of the Non-US Citizen Form, applicants must provide documentation of the legal right to resident in the United States throughout the lease term by supplying any of the following documents in List 1 or List 2, PLUS any of the documents in List 3

List 1

1. Unexpired US passport
2. Unexpired foreign passport with I-551 stamp or attached I-94 indicating unexpired employment authorization
3. Permanent Resident Card
4. Alien Registration Receipt Card (Form I-551)
5. Unexpired Temporary Resident Card (Form I-688)
6. Unemployment Authorization Card (Form I-688A)
7. Unexpired Employment Authorization Document Issued by US Citizenship and Immigration Service (Form I-766 or I-688B)

List 2

1. A Driver's License or ID Card Issued by State or Outlying Possession of US
2. ID Card Issued by Federal, State or Local Government Agency
3. School ID with Photograph
4. Voter Registration Card
5. US Military Card of Draft Record
6. Military Dependent's ID Card
7. US Coast Guard Merchant Mariner Card
8. Native American Tribal Document
9. Canadian Driver's License
10. Tax ID # along with a valid photo ID

List 3

1. US Social Security Card (unless it otherwise states that it is not valid for employment)
2. Certificate of Birth Abroad Issued by Department of State (Form FS-545 or Form DS-1350)
3. Original or Certified Copy of Birth Certificate Issued by a State, County, Municipal Authority or Outlying Possession of US (bearing an official seal)
4. US Citizen ID card (I-197)
5. ID Card for Use of a Resident Citizen in the United States (Form I-179)
6. Unexpired Employment Authorization Document Issued by Dept. of Homeland Security.

VIII. Corporate Lease Agreements

Listed below you will find a list of all required information and qualifying guidelines necessary for a corporate lease:

- a. Corporation must supply at least three (3) credit references and be in good standing with creditors.
- b. Lease agreement must be signed by a corporate officer, or a Letter of Responsibility signed a corporate officer that authorizes a company representative to sign a lease agreement.
- c. Each individual occupying the apartment will be listed on the lease as an occupant.
- d. An application must be completed for all persons occupying the apartment. There is no applicant fee as we will not run credit.

IX. Occupancy Limits

Two Bedroom	Maximum 4 people
Three Bedroom	Maximum 4 people unrelated; Maximum 6 people related
Four Bedroom	Maximum 4 people unrelated; Maximum 6 people related

Updated 1/29/2020

