

MANAGEMENT SERVICES RENTAL CRITERIA FOR SUNCHASE APARTMENTS

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 familial 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 an 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 outlined below.**

I. Rental Scoring

Management Services rely upon statistical scoring model to determine the relative financial risk of leasing an apartment to you. We use a third-party screening company, Resident Check to screen all applicants. In addition to estimating risk, rental scores are an objective and consistent way of reviewing relevant application information, and help speed the application approval process.

How is my rental score determined?

Rental scoring systems assign points 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 like – 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.

ResidentCheck, LLC.

5005 LBJ Freeway, Suite 225

Dallas TX 75244

Ph. (800) 491-2580

II. Application Fee: A \$40 per person application fee is required for anyone over 18 years of age.

III. Scoring

- Any applicant with a score of 0.0 – 29.0 will be approved with two of the most recent pay stubs showing earnings of 3 times the monthly rent and a satisfactory rental reference.
- Any applicant with a score of **29.01 - 50.0** will be approved with an additional deposit equal to one month's rent, with two of the most recent pay stubs showing earnings at least 3 times the monthly rent and a satisfactory rental reference.
- Any applicant with a score of **50.1** and above will be declined.

IV. Housing Reference

Any negative housing reference will disqualify an applicant from renting with Sunchase.

An acceptable rental history is defined as follows:

- ✓ No breach of material noncompliance
- ✓ No judgments including satisfied judgments
- ✓ No outstanding balance to housing provider

V. Qualified Students

A qualified undergraduate or graduate student may be exempt from all the above rental criteria with acceptable proof of enrollment showing at least 12 credit hours per semester and a qualified guarantor.

- Acceptable proof will be – an acceptance letter and class schedule with name and student ID number noted on the schedule.
- Based on the shared living arrangement, an apartment can be designated as all female, all male or mixed gender based on an applicant's preferences.
- Applicant will not have a negative mortgage/landlord reference. A negative mortgage/landlord consists of any breach of material compliance of a lease or any balance owed.

VI. Unqualified Student

An unqualified student is a student that is enrolled but has less than 12 credit hours per semester.

- An unqualified student will be qualified to live at Sunchase using the criteria in sections III and IV and/or section VII

VII. Guarantor

- A guarantor will be accepted for a qualified student who has insufficient income.
- A guarantor must have permanent residence in the United States.
- A Guarantor must be 25 years of age or older.
- A Guarantor's monthly income must be 3 times the monthly rent.
- A guarantor will not be accepted in lieu of the above rental scoring in section III.
- A guarantor will not be accepted in lieu of paying additional deposits.
- Any negative housing reference will instantly disqualify guarantor.
 - Acceptable rental history is defined as follows:
 - ✓ No breach of material noncompliance
 - ✓ No judgments including satisfied judgments
 - ✓ No outstanding balance to housing provider
- A Guarantor may be removed from the lease at any time if the resident can qualify on their own and has no lease violations with Sunchase.
- If an applicant is qualifying without a guarantor, applicant must supply the two most recent pay stubs showing earnings of at least 3 times the monthly rent.

VIII. Criminal History

Any applicant over the age of 18 intending to move into Sunchase may be required to complete a criminal background check and may be rejected for, but not limited to the following reasons:

- Management expressly reserves the right to reject any application on the basis that an applicant has been convicted by a court of competent jurisdiction of the illegal manufacture, distribution, possession or current use of a controlled substance as defined under applicable federal or state law.
- Management also reserves the right to reject any application on the basis that an applicant has a prior record of a criminal conviction(s) that involved a threat to the health or safety or other individuals.
- Management reserves the right to reject any application on the basis that an applicant poses a clear and present threat of substantial harm to others or to the dwelling, or property, itself.
- Management reserves the right to request a copy of applicant(s) Criminal History Record at any time during the application process of residency (if application is approved) at Sunchase Apartments.

IX. Occupancy Policy

The below referenced Occupancy Standard is in effect. With regard to an “infant,” the infant shall not be counted in the total number of persons to be occupying the subject apartment unit. As used in this Rental Criteria, “infant” shall be defined as and shall include any child up to the age of twelve (12) months.

Two Bedroom – No more than 1 unrelated person per bedroom for a maximum of 2 people
or 2 related persons per bedroom for a maximum of 4 people

Three Bedroom – No more than 1 unrelated person per bedroom for a maximum of 3 people
or 2 related persons per bedroom for a maximum of 6 people

Four Bedroom – No more than 1 unrelated person per room for a maximum of 4 people
or 2 related persons per bedroom for a maximum of 8 people

These occupancy standards are in accordance with the Federal and city occupancy standards.

X. 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 and 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.

A Non-U.S. citizen who have entered the United States legally are eligible to apply for residence 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-U.S. citizen supplemental application.

A Non-US Citizen 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 reside 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

- a. List 1
 - i. Unexpired US passport
 - ii. Unexpired foreign passport with I-551 stamp or attached I-94 indicating unexpired employment authorization
 - iii. Permanent Resident Card
 - iv. Alien Registration Receipt Card (Form I-551)
 - v. Unexpired Temporary Resident Card (Form I-688)
 - vi. Unemployment Authorization Card (Form I-688A)
 - vii. Unexpired Employment Authorization Document Issued by US Citizenship and Immigration Service (Form I-766 or I-688B)
- b. List 2
 - i. A Driver’s License or ID Card Issued by State or Outlying Possession of US
 - ii. ID Card Issued by Federal, State or Local Government Agency
 - iii. School ID with Photograph
 - iv. Voter Registration Card
 - v. US Military Card of Draft Record
 - vi. Military Dependent’s ID Card
 - vii. US Coast Guard Merchant Mariner Card
 - viii. Native American Tribal Document
 - ix. Canadian Driver’s License
 - x. Tax ID #
- c. List 3
 - i. US Social Security Card (unless it otherwise states that it is not valid for employment)
 - ii. Certification of Birth Abroad Issued by Department of State (Form FS-545 or Form DS-1350)

- iii. Original or Certified Copy of Birth Certificate Issued by a State, County, Municipal Authority or Outlying Possession of US (bearing an official seal)
- iv. US Citizen ID Card (I-197)
- v. ID Card for Use of a Resident Citizen in the United States (Form I-179)
- vi. Unexpired Employment Authorization Document Issued by Dept. of Homeland Security

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