

SERVE Management LLC

Criteria for Rental

Equal Housing – We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, sexual orientation or national origin and will comply with state and federal fair housing and antidiscrimination laws.

Occupancy Standard – A maximum of two persons per bedroom are allowed.

Age – Lease holder(s) must be 18 years or older, unless head of household, Military under the age of 18 years, or a minor that has been emancipated. All occupants 18 years or older are required to complete an application, even if living with parent or guardian.

Income – Gross monthly income of all lease holder(s) must equal 3 times the monthly rental amount. All income must be verifiable. Income does not include allowance from parents, scholarships or study subsidies.

Employment – Applicant must 1) be employed with current employer for at least six months; 2) have current job and at least six months employment with previous employer; or 3) receiving retirement benefits, or any other verifiable and consistent income. If applicant is a student, cosignor must meet the criteria above.

Self Employment – Must provide the previous year's personal income tax return and the previous two months personal bank statements as evidence of sufficient income. Persons whose jobs are commission only or base salary plus commission, tips, or bonuses are considered self-employed.

Rental History– Rental history at the current and previous residence must include satisfactory rental payment history, no eviction history, sufficient move--out notice and all lease terms fulfilled. Any debt owed to an apartment community must be paid in full.

Credit – Unsatisfactory credit references or no credit history may result in the requirement of an additional deposit or denial.

Criminal, Sex Offense, and Terrorist Database Check: We will check these databases for all occupants over 18. We do not rent to any person involved in violent crimes, prostitution, domestic violence and/or involving the possession of weapons or illegal substances are all grounds for denial of an application. An exception may be made for type and or age of offense, please provide details.

Renter's Insurance – We require 100,000 of renters liability insurance on the property. You will be required to submit proof of such coverage at the time of move in and upon renewal of their policy.

Animals – A maximum of 2 pet(s) are permitted on the property. Dogs whose breed or dominant breed weight exceeds (30) pounds at maturity are not accepted. The following breeds or partial breeds are not permitted: rottweilers, pit bulls, akitas, Dobermans, chows, German shepherds, and Australian shepherds. Exotic animals and reptiles are not accepted. Additional restrictions may apply. Support animals are not considered pets and are allowed to reasonably accommodate a handicapped leaseholder or occupant. All animals must be photographed by management before approval. Service Animals are allowed---- Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. A disabled person who has an emotional support animal (ESA) will need to produce a letter from a licensed mental health professional that prescribes the need for the animal.

Application fee – A \$50 non-refundable application fee is required per person over the age of 18 years.

Co-signer or guarantor - A cosigner/guarantor may be required in the case of ONE of the following:

- No rental history or home ownership in the past five years, or
- No Employment (Students Only)

Privacy Policy for Personal Information of Rental Applicant and Residents – We are dedicated to protecting the privacy of your personal information, including your Social Security Number and other identifying or sensitive personal information. Our policy and procedures are designed to help ensure that your information is kept secure, and we work to follow all federal and state laws regarding the protection of your personal information. While no one can guarantee against identity theft or the misuse of personal information, protecting the information you provide us is a high priority to our company and staff. If you have concerns about this issue, please feel free to share them with us.

How Personal Information is collected: You will be asked to furnish some personal information when you apply to rent from us. This information will be

on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

How and When Information is used: We use this information for our business purposes only as it relates to leasing a dwelling to you. Examples of these uses include but are not limited to, verifying statements made on your rental application (such as your rental, credit and employment history), reviewing your lease for renewal and enforcing your lease obligations (such as to obtain payment for money you may owe us in the future).

How the Information is Protected and Who has Access: We allow only authorized persons to have access to your personal information, and we keep documents and electronic records containing this information in secure areas and systems.

How the Information is Disposed of: After we no longer need or are required to keep your personal information, we will store or destroy in a manner designed to prevent unauthorized persons from accessing it. Our disposal methods will include shredding, destruction or obliteration of paper documents and destruction of electronic files.

Locator Services: If you found us through a locator service, please be aware that the locator services are independent contractors and are not our employee or agents-- even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their own privacy policies.

I understand and accept these qualifying standards and have truthfully answered all questions. I understand that falsification of Rental Application information will lead to denial of rental. Our ability to verify this information is limited to the information made available by the agencies and services used.

Applicant Signature_____ Date_____