



## Applicant Qualifying Criteria

Blue Ridge Property Management does business in accordance with the Federal Fair Housing Law. We do not discriminate in the rental of housing based on race, color, religion, sex, national origin, familial status, or handicap. In order to ensure consistency the following criteria shall be used in qualifying each applicant applying to live at a Blue Ridge Property Management community.

**Occupancy Standards and Co-signers:** The terms “occupant” and “occupants” include any lessee(s) and any authorized occupants / non-lessees. Unless otherwise determined by local or state municipal ordinances, the following occupancy standards shall apply. A maximum of two (2) occupants are allowed per bedroom in the apartment. All applicants must be eighteen (18) years of age or older. Households comprised solely of full time students enrolled in a college and/or university are allowed a maximum of one (1) occupant per bedroom in the apartment. A rental application must be completed for each individual eighteen (18) years of age or older who will occupy the apartment. An application fee is required for each applicant. Co-Signers\* will be allowed to complete a joint application. Married couples may also submit one application. Applicants who are approved on a conditional basis will be required to pay an additional deposit or acquire an approved Co-Signer\*. Co-Signers\* or additional deposits will be allowed for applications which are denied based solely on the applicant’s credit file being less than three years old or applicants who have no credit on record. Co-Signers\* will not be allowed for applicants who are denied for any reason. \*Co-Signers will only be allowed for full time students currently enrolled in a college and/or university.

### **Rental/Mortgage Verification:**

Verification of rental/mortgage history is not required if an applicant has established a satisfactory credit rating otherwise.

**Income Verification:** Blue Ridge Property Management requires that documentation must be provided to verify all forms of income stated on the rental application. The following forms of documentation are accepted to verify regular recurring income:

- Pay stub(s) from your current employer(s) which must be dated within the past 45 days and must indicate the applicant's name, address, company name and gross annual salary to date
- Copies of recent W-2 or 1099
- Notarized employment contracts, letters, or statements of income
- Copies of Social Security or pension check(s) or award letter
- Court ordered child or alimony support
- Student financial aid report
- If the applicant is unable to provide documentation of regular recurring income, bank statements can be used for income verification and the following condition will apply: the bank statements must be in the applicant's name and must reflect a minimum balance equal to or greater than three (3) times the monthly rental amount multiplied by the number of months in the requested lease term. (For example, if an applicant is applying for an apartment home with a monthly rent of \$750.00 for a twelve month term, the applicant must show a bank statement with a balance of \$27,000.00 or greater [ $\$750.00 \times 3 \times 12$  months]).

**Scorex:** Blue Ridge Property Management evaluates each person applying to live at its communities with a credit-risk scoring system that is provided by an independent consumer reporting agency and consistently applied to all of Blue Ridge Property Management applicants. This scoring system uses a statistical model to estimate the credit risk that an applicant may not satisfactorily fulfill his/her lease obligations. The statistical model was developed from data regarding actual residents and their payment performance of their lease obligations. Prior to final acceptance of each applicant, Blue Ridge Property Management will use this system to provide a numerical score that represents a relative measure of the credit risk associated with each applicant. Each applicant's credit-risk score will be compared to Blue Ridge Property Management's acceptance policies to determine whether or not the applicant may be accepted. If your application is rejected based on your credit-risk score or accepted with certain additional conditions you will be given the name, address, and telephone number of the consumer reporting agency that provided the credit-risk score to Blue Ridge Property Management. An applicant who is rejected based on his/her credit-risk score, or accepted with certain additional conditions, may obtain a copy of the consumer report(s) on which the credit-risk score was based and may initiate an investigation to have any erroneous information contained in such reports corrected. The consumer reporting agency will advise you of the actions that you may take in order to do so.

**CrimSafe:** Additionally, Blue Ridge Property Management conducts a criminal background search on each person applying to live at its communities. It is Blue Ridge Property Management's policy not to accept prospective residents who have been charged with and/or convicted of certain felonies and/or misdemeanors. Prior to final acceptance of any applicant Blue Ridge Property Management will use an independent consumer reporting agency to search for public records of any such criminal background on that applicant. Our criminal background checks are processed using a sophisticated criminal decision system that objectively categorizes criminal records based on offense type and disposition. Decisions are returned automatically based on predetermined criteria established by Blue Ridge Property Management. Some examples for exclusion include but are not limited to, misdemeanor and felonious convictions for crimes against persons, property or society including sexual offenses and drug related offenses. If your application is rejected based on the discovery of public records that indicate an unacceptable criminal background, you will be given the name, address, and telephone number of the consumer reporting agency that provided the criminal background report. An applicant who is rejected based on such a criminal background report may obtain a copy of the report and may initiate an investigation to have any erroneous information contained in the report corrected. The consumer reporting agency will advise you of the actions that you may take in order to do so.