



## **Applicant Qualifying Criteria**

Blue Ridge Companies 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 Companies community.

**Occupancy Standards:** 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 universities 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.

\*In Mississippi, all applicants must be twenty-one (21) years of age or older.

**Guarantors:** A guarantor will be allowed for applications that are accepted on a conditional basis and for Full time student applicants who have **no** credit on record as reflected on the screening results. A separate Guarantor application will be required. Applicants who are approved on a conditional basis will be required to pay an additional deposit or acquire an approved Guarantor. Guarantors or additional deposits will also be allowed for applications which are denied based solely on having no credit on record. Guarantors will not be allowed for applicants who are denied. Guarantors must meet all criteria on their own in order to be eligible.

**Income Verification:** Blue Ridge Companies 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:

- 2 consecutive pay stub(s) from current, LOCAL 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.
- Notarized employment contracts, letters, or statements of income or notarized Verification of Employment Form.
- W2 or 1099 that is dated within the last 90 days – need to see original; make copy for file.
- Government documents detailing benefits (includes Child Support, SS Income, 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 conditions 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.

### **Credit Scoring:**

Blue Ridge Companies 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 Companies 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 Companies 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 Companies' 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 Companies. 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.

**Criminal Background Screening:** Additionally, Blue Ridge Companies conducts a criminal background search on each person applying to live at its communities. It is Blue Ridge Companies' 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 Companies 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 multi-state criminal search and 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 Companies. 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 assault, weapons 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.

