



## FAIRFIELD RENTAL INFORMATION

### APPLICATION FEE & DEPOSIT:

- \* \$30.00 application fee per applicant. All applications will be fully processed.
- \* One month's rent will be required as a security deposit on all units.
- \* \$100.00 reservation deposit required.
- \* Only Money Orders or Cashier Checks will be accepted until after move-in, no Personal Checks.

### LEASE TERMS:

- \* Initial lease term is 12-months. A short term lease (6-11months) is available at an additional cost of \$50.00 per month. Month to Month lease after initial lease term is \$75.00 per month.

### PETS:

- \* \$200.00 Fee for Cats. \$200.00 Fee for Dogs. Deposit(fee) is not refundable.
- \* No more than 2 pets per household-35 pounds for Dogs maximum weight.
- \* All pets must be at least 6-months old. All dogs must conduct a meet and greet session with a member of our staff before a deposit is accepted. Certain breeds of dogs are not accepted.

### UTILITIES:

- \* Water, sewer and garbage pick-up are included in the rental charges. Electric and Gas service is contracted for and paid for by the resident.

### FACILITIES & AMENITIES:

- \* Fitness Center/Controlled Access Parking/Full Size Washer and Dryer/Intrusion Alarms

## STANDARD FEATURES AT FAIRFIELD

### QUALITY FEATURES:

- \*Fully equipped modern kitchens: includes electric range with range hood, dishwasher, garbage disposal, and 14.0-18.0 cubic foot frost-free refrigerator. Easy-clean Formica countertops, breakfast bars in selected units, resilient vinyl floors, ceramic tile backsplash, and pantry.
- \*Mini-blinds on all windows.
- \*Full size washer and dryer in every apartment home.
- \*Ceramic tile bath surroundings.
- \*Wall-to-wall carpeting throughout.
- \*Cultured marble bath vanities.
- \*Central air conditioning.
- \*Cable/telephone outlets in all bedrooms and living room.
- \*Decks, porches or patios in selected units.

### SAFETY FEATURES:

- \*Smoke detectors in every unit.
- \*Individual intrusion alarm systems with monitoring option
- \*Sprinkler systems in garden apartments
- \*Insulated steel entry doors
- \*Brightly lit, controlled access parking areas.
- \*Controlled access garden-style apartment buildings.

### ENERGY FEATURES:

- \*R 30 roof insulation and R 19 Exterior wall insulation.
- \*Sealed exterior walls and sill plates.
- \*Insulated exterior doors.
- \*Energy efficient hot water heater and heating system.
- \*Thermally insulated, double-paned windows.
- \*Water saving showerhead and water closets.
- \*Energy star rated refrigerator and range

### PROPERTY FEATURES:

- \*Tot-lot playground
- \*Fitness center
- \*Community room
- \*Manicured landscaping
- \*All new and upgraded public utilities.
- \*Decorative street lighting and completely renovated streets and sidewalks.
- \*50% brick exterior.
- \*Off street parking



## ADDITIONAL "NEED TO KNOW" FACTS

### OPTIONAL-MARKET RATE UNITS ONLY

(Due to restrictions of section 42 Tax Credit Guidelines/Limitations)

At the end of an Initial lease term you can renew on a month to month basis, which is the current applicable month to month fee. (Currently the month-to-month fee is \$75.00 per month. This is subject to change at owner's discretion.) Short-term leases are also offered 6-11 months with a \$50.00 per month fee.

### RENTAL RENEWALS & INCREASES:

You will be notified 45 days before your lease ends, with information and options on renewing your lease. Increases are governed by our economy (market) and cannot be quoted in advance. After your initial lease term, we will offer you these options:

- 1) Your current rate with the current increase for a 12-month lease.
- 2) Short-term lease for 6-11 month lease with current increase in addition and a \$50.00 monthly fee.
- 3) A month-to-month lease with current increase and a \$75.00 monthly fee.

The Low Income Housing Tax Credit (Section 42) rental rates a 3% to 5% increase on average.

### LOW INCOME HOUSING TAX CREDIT (SECTION 42) PROGRAM ONLY INTERIM CHANGES:

Although Section 42 does not require interim recertifications, changes to your family composition, Income, Assets, or Student Status **MUST** be reported as they occur. Those of you receiving Social Security, Pensions, Annuities, etc. receive an annual statement and must bring a **COPY** of those statements when you receive it, so that when it is time to recertify you will have current information readily available. The Social Security office has informed the PA Housing Finance Agency that they will no longer supply mail in verifications. It is your responsibility to produce these statements for verification at the time of recertifications or it will jeopardize your eligibility. W-2 forms are also a good verification of past income to confirm the initial verifications as well as project anticipated future income. **ANY** and **ALL** real-estate property transactions must be documented for a period of 2 years. Any disposal of assets in the amount of \$2,000.00 or more must be fully documented as well.

Welcome to Fairfield! More than one half of the apartments and townhomes in our community are operated under the Affordable Housing Program, Section 42 of the Internal Revenue Code. This program is designed to facilitate the housing needs of moderate and middle-income families. Qualifying to live at Fairfield mandates that the applicants meet certain standards established by the Government and the Managing Agent. This program is not connected with the Section 8 program, although applicants who receive Section 8 assistance may apply.

Application to Fairfield is limited to households having moderate incomes. In addition to Standard Wages, Income includes monies received from many sources such as Alimony, Child Support, AFDC, Pensions and Social Security. A complete definition of income is available in the rental office.

Minimum income requirements are based upon the size of the apartments and the size of the household. Minimum income amounts may be waived at the discretion of management (A total student household is ineligible unless it qualifies under a student exception). Maximum occupancy limits at Fairfield are set at two people per bedroom.

All income information provided by applicants must be verified before occupancy. This certification process must also be completed annually as one condition of lease renewal.

The rental charges at Fairfield are controlled by regulation. The allowable rent is subject to change annually and is based upon median incomes as determined by the Department of Housing and Urban Development and estimated utility allowance, both published annually.

The security deposits has been established as one month's rent, and is totally refundable if all terms and conditions of the lease are met. Applicants/Residents with pets must be pre-approved by Management prior to move in.

# APPLICATION GUIDELINES AND OCCUPANCY STANDARDS

## APPLICATION GUIDELINES

**\*Applicant's income must be sufficient to support the monthly rental rate plus utilities. Gross income per month should be two and one half times the monthly rental rate.**

**\*Credit reports must be satisfactory.**

- No prior landlord, property owner, or mortgage nonpayment or other rental lease violation within the previous 36 months.
- No material reported delinquent consumer debt balances or debt written off within 24 months from the date of application.
- No history or pattern of substantial past due consumer debts within the last 24 months with balances older than one year;
- Utilities must be current, and applicant must be able to secure utilities in his/her own name.

**\*Police reports must be satisfactory.**

- No record of manufacturing or distributing drugs;
- No record of conviction for drug possession within last five years;
- No record of any felony conviction for the last five years;
- No record of conviction for murder, attempted murder, rape or attempted rape, involuntary deviant sexual acts, aggravated assault, child abuse, domestic violence or arson.
- Declaration from head of household that no family member under 18 years of age has been convicted of a crime classifying him or her as an adult. If this declaration cannot be made as to any member, the declaration will provide consent to the release to the Agent of police information for the purpose of verifying whether any such conviction for that family member exists. If such consent shall not be sufficient to obtain release of such information to the agent, the parent or guardian of such member shall be required to obtain and submit such information to the Agent.
- Arrests– If an applicant or member of an applicant's family has been arrested for a crime but has not yet been tried, the application will be suspended in its current position on the waiting list, pending the outcome of the legal proceedings. The application will be reconsidered, with the above guidelines applied, after such legal proceedings have been concluded.

**\*Payment history with current and former landlords must be satisfactory.**

**\*All verifications of employment, income sources, assets and landlord history are researched by third party verification.**

**\*All roommate households combined incomes must meet income requirements. All student households must have one Co-Signer. Maximum three unrelated persons per household.**

## OCCUPANCY STANDARDS

<b>One Bedroom:</b>	<b>No more than two persons</b>
<b>Two Bedrooms:</b>	<b>No more than four persons</b>
<b>Three Bedrooms:</b>	<b>No more than six persons</b>

## **APPLICATION PROCESSING GUIDELINES**

Applicants to apartment properties managed by McCormack Baron Ragan Management Services, Inc. understand and agree that their applications will be processed based upon admissions criteria and satisfactory credit/criminal history.

Extraordinary events such as layoffs, job loss, divorce, and illness can cause credit problems. Credit files that reflect such problems will be considered if, at the time of application, there are no past due balances, and the applicant has re-established an "as agreed" credit history during the past twelve months.

Occasionally there are credit disputes that affect credit history. When the dispute has been resolved and the credit record reflects such correction, we will review that history and make a determination.

In the interest of the safety and welfare of all residents, Management will conduct a criminal history check on all adult members (age 18 and older) of the applicant's family. All such persons will be required to sign appropriate consent forms to obtain the information.