

## RENTAL QUALIFICATION STANDARDS

*It is the policy of Bell Partners to uphold the Fair Housing Laws and not deviate from these policies. We provide equal housing for all people, regardless of race, color, religion, sex, national origin, handicap or familial status.*

**AVAILABILITY:** Applications for apartments will be accepted on a first come, first serve basis. All information on the application must be complete, accurate and verifiable. All appropriate application fees and deposits must be paid before an application will be accepted and/ or processed. Apartments will be reserved for applications based on the availability of the unit type requested by Applicant.

**LEGAL RESIDENCY:** All applicants and prospective occupants must provide appropriate verification of their lawful residence in the United States as requested by Management.

**RENTAL RATES:** Rental Rates are subject to change without notice.

**RENTAL APPLICATIONS:** A Rental Application must be truthfully completed for each prospective applicant and/ or occupant who is of the legal age of eighteen (18) or older (State of Alabama, age 19 is legal age) and who will occupy the apartment. Any false information may cause application to be rejected or lease to be nullified. A non-refundable application processing fee will be required for each applicant. This fee may vary from property to property. The Applicant's information will be entered into a scoring system, which determines both rental eligibility and the security deposit amount, which will be required. All adult occupants (non-lease holders) will be required to complete a rental application and meet guidelines as outlined below for qualification pertaining to a criminal background check.

**STATE AND LOCAL LAW:** To the extent state or local law differs from these guidelines, then state or local law will govern.

### APPLICATION EVALUATION:

**Screening Criteria:** An outside consumer reporting agency is used in connection with the verification of applicants' income, credit, rental, and criminal history. In addition, based on their credit history and debt to income ratio, applicants may be required to provide evidence of income and rental history and larger than standard deposit satisfactory to Management and as requested by Management. The consumer reporting agency considers a number of factors in its determination, including, but not limited to, the following: credit history, criminal history, income, applicant's debt and debt service requirements, debt payment history, eviction history, Social Security fraud history, information about applicants contained in databases of Federal, state, and local law enforcement organizations, and other such relevant information. **\*\* PLEASE SEE "PROPERTY SPECIFIC" STANDARDS REGARDING ACCEPTANCE OF UNDERGRADUATE STUDENTS. \*\***

**Credit:** Good credit history is required for standard acceptance. Applicants with no credit, slow credit or marginal credit *may* be approved with an additional security deposit. Information from several credit reporting agencies may be used to determine credit status.

**Occupancy History:** Bell Partners reserves the right to verify up to 24 months of rental history. A positive record of prompt monthly payment, sufficient notice given and no damages is expected. Renting from a relative is not considered rental history; as a contract performance cannot be determined. Home mortgages can substitute for rental history. If there is no rental history, application *may* be approved with an additional security deposit.

**Employment:** Proof of stable and verifiable current employment must be provided. Annual income is taken into account as a portion of the approval process. Acceptable methods of proof of income may include: **recent** pay-stubs; a letter from the employer on company letterhead; the most recent W-2 form; or, for self-employed applicants, a copy of the most recent tax return or certified verification from his/ her company accountant or bank. Individual applicants must gross 2.5 to 2.75X the monthly rent; roommates must **each** gross their pro-rated share of 2.5 to 2.75X the monthly rent. (Please see property specific standard regarding whether the income requirement is 2.5X or 2.75X the monthly rent.)

**Criminal Background:** A criminal background check will be conducted for each applicant and prospective occupant who is of the age of eighteen (18) or older. The application or occupancy of any person may be denied at any time based on their criminal history, in Management's sole and absolute discretion. Criminal history for which Management may deny applications or occupancy include, but are not limited to, felony conviction **OR any** conviction, active parole, "adjudication withheld" or "deferred adjudication" resulting from charges related to: terrorism, crimes involving possession, manufacture, or delivery of any controlled substance, marijuana, drug paraphernalia, weapons, fraud or financial crimes, prostitution, sex, animal cruelty, **OR** crimes held against persons or property.

**International Applicants with no Social Security Number:** May be approved with verification of income and employment verification, completion of criminal background check; a valid passport and a valid Work VISA or Student VISA. Additional deposit may be required.

**GUARANTOR/COSIGNER:** In the absence of any of the above financial qualifications, with the exception of negative credit or rental history, a guarantor may be accepted. Guarantor must complete a rental application and must fully meet the credit and criminal background requirements. Guarantor's gross monthly income must equal six (6) times the monthly rent. **Guarantor's income and employment must be verified.** Guarantor's application must be run separately from the Applicant's application. All Applicants using a Guarantor must abide by the Onesite Screening recommendation. Guarantor must execute the lease agreement, guarantor agreement and all other documents required by Management. Guarantor will be fully responsible for the lease if the Resident(s) default.

**RESERVATION FEE/ ADMINISTRATIVE FEE:** A non-refundable Reservation/ Administrative fee may be required at the time of application. If management rejects the application or if applicant fails to occupy the apartment home, the Reservation/ Administrative Fee will be refunded in full. Reservation fee/ Administrative fee will become non-refundable upon move in.

**SECURITY DEPOSIT:** A Security Deposit is required to reserve an apartment. The Security Deposit, or any portion thereof, may be applied by Management to satisfy all or part of the Resident's obligations. Management may require payment for damages above and beyond those covered by Security Deposit, if such charges are warranted. If management rejects the application, Security Deposit will be refunded in full. Security Deposit will be refunded in full if Applicant cancels application within 72 hours of date & time of application; otherwise it will be retained as liquidated damages if you fail to sign or attempt to withdraw your application for residency as outlined in paragraph 6 & 7 of the application agreement.

**OCCUPANCY STANDARDS AND MULTIPLE RESIDENTS:** Two (2) people per bedroom, unless local ordinances state otherwise. (Under this standard, newborns less than fifteen (15) months of age are not counted as a person.) Multiple Applicants/ Residents must qualify individually for the apartment. Married couples must qualify jointly for the apartment. Each applicant is fully responsible for the entire rental payment, and each must execute the Lease Agreement and its supporting documents.

**ANIMALS (PETS):** Acceptable animals include domestic cats, dogs (specific breeds are **not** permitted-see below), turtles, non-poisonous frogs, domestic hamsters, hermit crabs, gerbils, and small domesticated birds and domestic fish. The following breeds of dogs (**or any mix of the following breeds**) are **not** permitted: Pit bulls, (this includes American Staffordshire Terriers and Staffordshire Bull Terriers), Rottweilers, German Shepherds, Huskies, Alaskan Malamutes, Doberman Pinschers, Chow Chows, Great Danes, St. Bernards, and Akitas. All other animals are prohibited, including snakes, spiders, ferrets, and iguanas. When and if an approved animal is permitted on a property, additional fees are required. Additional requirements may be imposed. This policy does not apply to disabled persons who require the use of a support animal, which will be reviewed on an individual basis.

**Acknowledgement:** I have read, understand, and accept the above as qualifying standards and rental policies of this Community. Further, by signing below, I authorize a credit report(s) and criminal history records being offered, prepared, and delivered in connection with my application or tenancy at this community.

**Community Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Applicant's Printed Name** **Signature**

\_\_\_\_\_  
**Applicant's Printed Name** **Signature**

\_\_\_\_\_  
**Applicant's Printed Name** **Signature**