

## QUALIFICATION GUIDELINES

Effective 04/09/08

We are delighted that you are interested in leasing a home at **Cherrybrook Place Apartments**. The following guidelines will be used in evaluating your application to become a resident or temporary occupant at Cherrybrook Place Apartments. All lease holders and/or occupants are required to complete an application for screening. Applicants must be 18 years or older unless deemed to be an adult under applicable law with respect to the execution of contracts. Non US citizens must complete the TAA Application for Non-US citizen along with a TAA Application. Rockwell Management Corporation will not discriminate against any person regardless of race, color, religion, sex, national origin, familial status or handicap. Rockwell Management and Cherrybrook Place Apartments are an equal housing community.

In order to assist you with your decision on your new home, we are providing a list of guidelines used to qualify residents for tenancy in our community. Please note that this is our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by Rockwell or the owner that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided in our community prior to these requirements going into effect. Additionally, our ability to verify whether these requirements have been met is limited to the information we receive from various resident credit reporting services used.

**Employment Verification:** Must be employed with a current employer not less than six months. If employed less than six months at a current employer, then previous employment must show at least one year. Employment must be verified through personnel or immediate supervisor. Copies of the most recent check stubs are required to verify income. Self-employment must be verified with previous year's tax return or a current DBA document. Social Security, child support, AFDC income, and related assistance, must have supporting documents if, such income is to be included in gross income. Gross income must equal three times the monthly rental amount. If the resident has no monthly income due to retirement or other, six months of rent must be paid in advance, and all other requirements must be met.

**Rental or Home Owner History:** Applicant must have one year's rental or mortgage payment history that can be verified. There must be no record of any previous evictions from another rental property. All previous rental history will be verified and must be cleared up if a balance is left owing. If rental history is with an individual, a copy of the lease agreement will be required or at least one year's utility bills showing the applicant's name. If the resident had only one broken rental agreement, not an eviction, owner wants possession, security problems, etc., they may be given the option to pay ½ a months rent as an additional deposit, as long as the balance owed is not from the last place of residence, and the resident provides proof in writing of payment arrangements between the resident and the complex owed. All other requirements must be met. There will be an automatic rejection for evictions; owner wants possession, falsifying information and/or criminal felony or history.

**Utilities:** Electric must be in the resident's name prior to move-in. Due to deregulation, the resident must provide proof from the utility company that an account has been initiated in their name effective the lease-start date. If the electricity is not transferred into the resident's name at any time during occupancy, the resident will be charged an electric recovery cost fee in the amount of **\$25.00** each month, in addition to paying for the electric usage, until the electricity is transferred out of the property's name.

**Credit History:** Credit information is examined to highlight any extreme obligations or history of repeated late payments through the local credit bureau. History must not have unfavorable ratings, judgments, or bankruptcies within the past year.

**Criminal History:** We will verify criminal records on all applicants and occupants. Management reserves the right to reject any applicant with; a known felony conviction; misdemeanor conviction; current indictments; deferred adjudication; pending charges for controlled substances; crimes which prejudice or with the passage of time could prejudice the applicant's credit; theft of property or services; or any other criminal history.

**Number of Occupants:**

*One bedroom may not exceed 2 persons. Two bedrooms may not exceed 4 persons. Three bedrooms may not exceed 6 persons.*

Notwithstanding the foregoing, in the event that a person qualifies as having "familial status", no more than 2 persons of any age per bedroom plus an additional person of 18 months of age or younger may occupy the unit. For the purposes of this occupancy policy a person is considered having "familial status" if the person is an individual who has not attained the age of 18

years who lives with: (1) a parent or another person having legal custody of such individual or individuals; or (2) the designee of such parent or other person having such custody, with the written permission of such parent or other person. The term "familial status" shall also apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years

**Eligibility for Cosigner:** Applicants with no residential history, but who meet the employment and salary requirements, may get a co-signer. Co-signers will also be accepted for full time students, but proof of student status is required.

**Co-signer Qualifying Standards:** These qualifications will be the same as all other applicants except for: Must have one year rental or mortgage history and must have one year with current employer or one year with a previous employer. Current Cherrybrook Place Apartments Lease Holders may not co-sign for an applicant. Co-signers must sign all paperwork signed by applicant prior to move-in.

**Deposit Requirements:** A **\$35.00** application fee is required per applicant. Joint applications are **\$45.00**. *All occupants over the age of 17 are required to fill out an application.* A \$ \_\_\_\_\_ security deposit is required on each apartment and **\$75.00** is non-refundable for administration fees. If the application is approved, the applicant will be notified of such approval. Once the applicant has been notified of approval, if the applicant changes his or her mind, the deposit and administration fee will not be refundable. If the applicant is rejected for any reason other than falsifying information, the deposit is refunded, however, the application and administration fees are not refundable.

One Bedroom Deposit \$150.00                  Two Bedroom Deposit \$250.00                  Three Bedroom Deposit \$350.00

**Pet Deposit:** Domestic pets 25 pounds and under are permitted only if the resident: (i) pays a **\$300.00** pet deposit and written agreement. **A \$150.00** non-refundable pet fee for each pet and a **\$0.00** per month pet rent (which will increase the rent due under the lease by this amount); and (ii) signs the owner's pet agreement is non-refundable from each deposit to de-flea and deodorize the apartment. Pets are limited to no more than two non-service animals, each weighing 25 pounds or less full grown. Aggressive breeds will not be allowed. These include, *but not limited to*, Doberman Pincher, German Shepherd, Rottweiler, and/or Pitt Bull. Exotic pets such as reptiles, birds and rodents, and poisonous pets such as tarantulas, insects and poisonous fish are not allowed. Aquariums will be allowed with a 20-gallon maximum on the first floor only with proof of liability renter's insurance.

**Other deposits:**                  Satellite Dish \$100.00 (Must sign an addendum and get management approval prior to installation.)

**Utilities:**

**Electricity** – Paid by resident  
**Water** – Included in the rent

**Phone service** – Paid by resident  
**Trash** – Paid by property

We will require a copy of all occupants' Driver's License/I.D. Card and Social Security Card to put in the file. These are guidelines. The management may make any exceptions, with District Manager's written approval. Management also reserves the right to require additional security deposits for any exceptions made.

**I ACKNOWLEDGE THAT I HAD AN OPPORTUNITY TO REVIEW THE PROPERTY'S QUALIFICATION GUIDELINES, WHICH INCLUDES REASONS WHY MY APPLICATION MAY BE DENIED, SUCH AS CRIMINAL HISTORY, CREDIT HISTORY, CURRENT INCOME, AND RENTAL HISTORY. I UNDERSTAND THAT IF I DO NOT MEET THE PROPERTY'S QUALIFICATION GUIDELINES OR IF I FAIL TO ANSWER ANY QUESTION OR GIVE FALSE INFORMATION, THE PROPERTY MAY REJECT THE APPLICATION, RETAIN ALL APPLICATION FEES, ADMINISTRATIVE FEES, AND DEPOSITS AS LIQUIDATED DAMAGES FOR ITS TIME AND EXPENSE, AND TERMINATE MY RIGHT OF OCCUPANCY.**

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Signature

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Date

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Representative

\_\_\_\_\_  
Date