



Effective 04-09-08

We are delighted that you are interested in leasing a home at **The Reserve at the Fountains**. The following guidelines will be used in evaluating your application to become a resident or temporary occupant at The Reserve at the Fountains. 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 The Reserve at the Fountains 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** – All applicants must be employed with their current employer not less than six months, if otherwise, previous employment must show at least six months. Applicant's salary must total a minimum of three times the monthly rent billed. Employment must be verified through personnel or immediate supervisor. Copies of the most recent pay stubs may be required to verify income. If employment is to begin work shortly, the applicant must provide a "letter of intent" to hire from the employer. Self-employment must be verified with the previous year's income tax return and the previous two months bank statements. Social Security, child support, AFDC income and related assistance must have supporting documents if such income is to be included in gross income. 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. Other financial documents or income verification may be required based on credit screening results.

**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. There will be an automatic rejection for evictions; owner wants possession, falsifying information, criminal felony or history, an outstanding debt to a previous landlord, and/or more than 4 late payments or 2 NSF's within the last 24 months. Any outstanding NSF must be paid in full.

**Utilities:** Electric must be in the resident's name prior to move-in. If not, the resident must pay an additional fee of **\$40.00** in order to move in. If the resident refuses to pay the additional fee, then resident will not be allowed to move in until the electricity is under the resident's name. Due to deregulation, the resident must provide proof from the utility company that the lights will be in their name as of the date of move in.

**Occupancy Guidelines** – Occupancy will be limited to two persons per bedroom. However, a family may occupy an apartment if the family does not exceed two persons per bedroom plus a child who is less than 18 months old and who sleeps in the same bedroom with the parent, guardian, legal custodian, or person applying for that status. Residents who have a newborn more than 18 months old at the time of rental application or has reached 18 months during the lease term will be required at that time to either transfer to another available apartment which has more bedrooms; or move out.

**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, any terrorist related conviction, misdemeanor conviction in the past three years limited to one misdemeanor total, 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, any prostitution or sex related conviction, any conviction involving crime against persons or property or any other criminal history.

**Credit** – A credit report will be completed on all applicants to verify account credit ratings. Unfavorable accounts that would negatively influence our decision include, but are not limited to: collections, charge-offs, repossession, and current or recent delinquency. History must not have unfavorable ratings, judgments or bankruptcies within the past year.

**Guarantors** – Applicants with no residential history, but who meet the employment and salary requirements, may get a co-signer. Guarantors will also be accepted for full time students, but proof of student status is required. For guarantor-supported applications, an additional application deposit may be required. The deposit level will be based on the credit analysis. The guarantor will be required to complete a Lease Guaranty Agreement and pay a full application fee to support this application. Guarantors must have a gross monthly income of 4 times the monthly rent and meet all other qualifying criteria outlined in this screening policy.

**Deposit Requirements** – A security deposit is required on the apartment and **\$100.00** 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 will not be refundable. If the applicant is rejected for any reason other than falsifying information, the deposit is refunded. A **\$45.00** application fee is required on all applications. Applications for spouse are **\$18.00**. All occupants over the age of 18 are required to fill out an application. One Bedroom Deposit is **\$150.00**, Two Bedroom Deposit is **\$200.00**, and Three Bedroom Deposit is **\$250.00**.

**Pet Deposit** – Domestic pets 20 pounds and under are permitted only with a **\$400.00** pet deposit and written agreement. **\$200.00** is non-refundable from each deposit to de-flea and deodorize the apartment. We also require **\$10.00** per month for pet rent. Pets are limited to no more than two non-service animals, each weighing 20 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 animals such as reptiles, birds and rodents, and poisonous animals 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 insurance for the entire term of the lease.

**Other deposits:** Satellite Dish \$100.00 non refundable (Must sign an addendum and get management approval prior to installation.)  
Gate Remotes \$35.00

**Additional fees:** \$100.00 Month-to-month fee per month (Applies after lease contract expires)

**Additional Monthly Charges Based on Location and Included Amenities:**

1 Car Attached Garage - \$100 per month  
2 Car Attached Garage - \$200 per month  
Pool View - \$75 per month  
First Floor - \$10 per month  
Wood Floors – 1 bedroom \$75 per month, 2 bedroom \$100 per month, and 3 bedroom \$85 per month

**Additional Monthly Optional Charges:**

Carport - \$35 per month  
Storage - \$15 per month

**Utilities:** Electricity – Paid by resident  
Water – Resident pays the water at \$21 per month  
Phone service – Paid by resident

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 some supervisors 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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