

RESIDENT SCREENING AND RENTAL APPLICATION POLICY

This is a statement of rental application and screening policies. This explains our rental and occupancy standards and our requirements for all potential residents.

Rental Application Process. Your application to rent from us must be made on our rental application form. The rental application needs to be filled out completely and accurately. We will not process an incomplete application. Any misstatements or omissions made on your application, whether or not discovered before you move into the building, is grounds for denial of an application or termination of an existing tenancy. Information must also be legible and verifiable. If information given to us on the application cannot be checked out and verified, this is a valid basis for rejection.

Pre-Lease/holding Fee. Applicants must pay a \$500.00 fee to hold the apartment during the application process. This fee is non refundable 48 hours after the date of the application. This insures that we hold the apartment for the applicant during the application process. This must be paid before we will begin processing the application.

Application Fee. There is a \$35.00 application fee per adult applying. This is non refundable from the moment it is paid and must be paid before the application will be processed.

Photo Identification. Every adult that will be living in the apartment is required to complete a rental application and to provide a government issued photo ID. Acceptable ID include a valid state-issued drivers license, a state identification card, a U.S. military identification or a valid passport.

Social Security Number. Each household member will need to provide and document a valid social security number or tax identification number and date of birth. For applicants that do not have a social security number, Management may consider applicants that are able to provide a valid passport, visa or TIN.

Screening Service and Application Fee. Management uses the tenant screening company listed below: Rental History Reports, 7900 West 78th Street, Suite 400 - Edina, MN 55439, (952) 545-3953.

The application fee charged by Management is nonrefundable. It is applied to the costs of our resident screening. We will not take an application and an application fee unless we have an apartment available or reasonably believe that an apartment will be available in the future.

Lease Paperwork and Payment. Applicants approved for occupancy will not be entitled to an an apartment until they sign all lease paperwork and pay a security deposit and any rent required at the of the time of signing. Management requires that its forms of lease paperwork and any applicable addendum or rules be signed. If Management has accepted a pre-lease deposit to hold an apartment and the application is approved, the deposit will be applied toward any security deposit owed under the lease.

Occupancy Standard. Our occupancy standards are as follows:
One bedroom, 2 persons. Two bedrooms, 4 persons. Three bedroom, 6 persons.

Age. A)No person under 18 years of age may lease an apartment. B)Any occupant may be required to undergo background screening and be required to be added to the lease after reaching 18 years of age.

Minimum Income. Income from all sources must be be sufficient to pay applicant's rent and predictable living expenses. Gross monthly income must be at least 2 1/2 times the monthly rental amount. For multiple adult applicants, we will consider the combined income of the household. To be counted as income, amounts must be verifiable, reliable and predictable.

Housing History. You must provide the name and last known phone number for each landlord/property manager/ lender for each address you have had for the last three years. Roommate references are not acceptable. Failure to disclose an address in the last three years is cause for rejection of your application. Home ownership with references

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from a lender will be considered. A refusal from a prior landlord or lender to give a reference or a negative reference may be grounds for a denial.

Eviction Filing. Eviction case history will be checked. Eviction actions within the past three years for rent or eviction actions in the last six years for other reasons may be a basis for a denial.

Credit Reference. Credit will be checked. An adverse credit reference (under 600), bankruptcy and judgements may be grounds for a rejection of an application.

Criminal/Public Record History. Applicants who have an adverse criminal/public record history may be rejected. A criminal/public record history of convictions or open and pending charges may be a basis for denial. In considering criminal/public record history, we do consider the age and severity of the offense and the impact that the offense could have on the potential safety and welfare of the residents, staff, the well being of the property, the reputation of the property, the conformance of the property to rental licensing, local ordinance requirements and participation in any crime free drug free housing program.

Business Relationship. The relationship between a landlord and resident is a business relationship. A courteous and businesslike attitude is required from both parties. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, has been drinking, is argumentative or in general displays an attitude at the time of the showing and application process that causes Management to believe we would not have a positive business relationship.

Exceptions. Exceptions may be considered for applicants who do not have a housing history because they are first time renters, students or applicants who are on the borderline for acceptance because of household income and credit reasons. Exceptions are based solely on the discretion of Management and will depend on the overall strength of the balance of the applicant's application. If an exception is permitted it may require the applicant to pay an additional security deposit.

Animals. One dog or one cat is accepted. The animal must be under 35 pounds, 12 months or older and there are fees associated with the animal. Absolutely no animal is allowed without Management's approval. You will need to pay fees, and sign the animal license agreement before the animal moves in. Exceptions for animals used to accommodate a disability, where verifiable proof of the disability and the need for the accommodation is provided.

Fair Housing. We are a fair housing provider. We do not discriminate on the basis of sex, race, color, creed, national origin, ancestry, marital status, religion, familial status, disability, affectional preferences or status with respect to the receipt of public assistance or any other protected class, category or status that may be provided by local or state law. We do provide reasonable accommodations to persons with disabilities.

CONSENT AND VERIFICATION

The undersigned hereby consents to allow Management and any third-party screening/credit service to obtain and verify my credit, criminal history and related information for the purposes of determining whether or not to approve me for rental for an apartment. I understand and agree that I am further giving consent to Management and any third-party screening/credit bureau, to have a continuing right to review my credit information, rental application, public/criminal background screening and related information, payment history and occupancy history for account reviewing purposes and for improving application methods and lease enforcement.

AGREED TO:

_____ DATE _____

The undersigned Applicant has paid a pre-lease deposit of \$500.00 and a \$35.00 non refundable application fee. Applicant has reviewed or has been given an opportunity to review, Management's Resident Screening Criteria and has separately paid any required non refundable screening fee for the application screening.

Applicant and Management agree to the following terms regarding this pre-lease deposit:

1. Management agrees to process Applicant's application and notify Applicant by phone and/or in writing within 10 days whether or not Applicant has been accepted or rejected. If Applicant has been rejected, Management agrees to return the pre-lease deposit within 7 days of the notification that Applicant has been rejected. If Applicant is accepted with additional conditions, Applicant will be notified of such conditions. Applicant will have 48 hours to accept or reject those conditions and bring in additional paperwork or monies. If Applicant does not agree to accept Management's approval with conditions or does not reply or bring in additional information, the application will be denied and the deposit will be returned within 7 days.
2. Applicant acknowledges that the pre-lease deposit is submitted with the understanding that the unit is being held for the Applicant subject only to the completion of successful screening. Applicant acknowledges that a unit has been taken off the market and is not being offered to other prospective applicants until this screening is completed. The deposit holds the unit for Applicant. Applicant understands there is a 48 hour grace period to cancel the application, starting from the time the application and pre-lease deposit was submitted. During this grace period, Applicant will get a full refund of the pre-lease deposit. If Applicant, for any reason decides to not take the apartment after the 48 hours, the pre-lease deposit will not be refunded and will be retained as liquidated damages for taking the unit off the market. If Management denies your application for reasons other than the submission of false or misleading information or the omission of material information, then your deposit will be returned to you. I will also forfeit all money if I fail to move by the agreed upon date, or when the unit is available, whichever is first. The unit will go back on the market and we will begin showing it to others. This will be determined by Management. Applicant understands that the pre-lease deposit is only part of the deposit required to move in. Please ask Management at the time of approval how much additional will be required for the deposit.
3. Upon notification of approval of your application, the deposit will be applied to any security deposit owed under the lease. Management will notify you of acceptance of your application. It is Applicant's obligation to promptly make arrangements to sign the lease and any other lease paperwork and to pay all required deposits, fees or other funds due. If Applicant fails to sign the lease and pay any required fund, within the time requested by Management, Management may retain the deposit and may proceed to re-market and attempt to re-rent the unit. At this point the pre-lease deposit will be forfeited.
4. If the pre-lease deposit is to be returned and has been paid with a check, it will be mailed to the address shown on your application.
5. For application submitted online, with a credit card, echeck or debit card the return will be accomplished with a reversal of the payment or credit to your account. Management will direct the reversal within seven (7) days but cannot represent the time it will take for the company to show the reversal or credit.
6. Deposits paid with cash or money order will be held for pick up by Applicant.