



We are delighted that you are interested in leasing an apartment home in our community. Listed below are the criteria for qualifying as a resident with us. All applicants must be at least 18 years of age and have a valid state or government issued photo ID. Crown Forest supports and does business in accordance with The Fair Housing Act and is an equal housing opportunity community. We prohibit the discrimination against any person because of race, color, religion, national origin, sex, familial status, age, or disability.

Rental Criteria and Occupancy Guidelines

All applicants are subject to approval through a third-party applicant screening agency. Approval of each applicant is based on an empirical system that incorporates various credit factors along with other non-statistical factors to determine overall applicant worthiness. The primary criterion used to determine rental decisions is a statistically based score. It is a cumulative analysis from several statistical indicators that calculates an applicant's overall credit score and then rates the applicant, determining the financial risk.

Some of the indicators used may derive from income relationships, including rent-to-income ratios based on calculations determined from the income verification and credit record. Other indicators may consider credit worthiness as determined by national credit scores and other proprietary credit calculations more specific to the apartment industry.

In addition to the statistical score, other factors may impact the overall rental decision of an applicant including criminal background, rental and eviction histories, check-writing histories, as well as other indicators. When these non-statistical factors are combined with the statistical score, an overall rental result is determined. Employment and monthly income must be verifiable (you will need to provide paystubs/bank statements for the past two months).

A separate rental application must be fully completed, dated, and signed by each applicant and all co-applicants. Spouses may complete one rental application. Non-U.S. Citizens are required to complete a Supplemental Rental Application for Non-U.S. Citizens. Applicants may be denied for the following: A) Falsification of information by any applicant; B) Incomplete application by any applicant; C) Failure to meet Rental Criteria.





Occupancy Guidelines

The family size of applicant(s) must be appropriate for the available apartment, for example, no more than two persons per bedroom. Children younger than six months of age are not part of the total occupant count of the apartment home at the time of leasing; once they reach six months of age they will be part of the occupant count for determining the number of persons living in a bedroom (for the initial lease or renewal lease contract).

We are an animal friendly community and allow a maximum of 2 animals per apartment home with the following conditions:

- The weight limit per animal is 50 pounds. Breed restrictions apply.
- A non-refundable fee of \$500.00 is due for the first animal, and a non-refundable fee of \$250.00 is due for a second animal.
- The above fee(s) is due if there is an addition of an animal to your apartment home after the initial lease contract is signed. The animal fee(s) will remain non-refundable, even with the removal of an animal during any/all lease contracts.

Rental Criteria Factors

RENT-TO-INCOME RATIO

- Monthly rent is equal to or less than 33% of applicant's income.
- Monthly rent is equal to or less than 17% of guarantor income.

CREDIT

- Applicants with credit history must have a satisfactory rating. First-time renters and those with no credit history may be approved.
- Applicants with negative check-writing history will be required to pay in certified funds.
- Applicants will be screened for bankruptcy and foreclosures in the last 2 years. If results are positive applicant may be approved with conditions. Foreclosures must already be dismissed or discharged.
- Applicants will be screened for judgments, tax liens and outstanding debt to previous landlords.
- Applicants will be screened for outstanding utility debt including electrical, gas, and water in the last 2 years.

RENTAL HISTORY

- Rental history review will evaluate the following: payment history, insufficient funds, evictions, broken leases, lease violations and outstanding debt.
- Rental verification from a family member or friend will not be considered sufficient rental history. First-time renters may be approved with an additional deposit and/or guarantor.

CRIMINAL HISTORY

- Applicant(s) has no felony record in the last 10 years and has no repeat misdemeanor convictions for the same felony offense since the date of the felony conviction.
- Applicant(s) has no felony or misdemeanor VCAP (violent crimes against a person) record.
- Applicant(s) has no sex offender record.

Based on the final results of applicant screening, one or more of the following may be required:

- An additional security deposit (due prior to move-in).
- The first full month's rent in advance (due prior to move-in).
- Proof of housing debt paid in full / proof of utility debt paid in full.
- A lease guarantor.





Privacy Policy for Personal Information of Rental Applicants and Residents

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

1. How information is collected:

You will need to furnish some of your personal information such as your social security or other governmental identification numbers at the time you apply to rent from us. This information will be on the rental application form or other document that you provide to us either on paper or electronically.

2. How and when information is used:

We will use the information in the process of verifying statements made on your rental application such as your rental, credit, employment, and criminal history. We may use the information when reviewing any lease renewal. We will also use it to assist in obtaining payment from you for any money you may owe us in the future.

3. How the information is protected and who has access:

In our company only authorized persons have access to your social security or other governmental identification numbers. We keep all documents containing this information in a locked and secured area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

4. How the information is disposed of:

After we no longer need your social security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to the information. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.





Acknowledgement of Rental Criteria & Occupancy Guidelines

I have read and understand Crown Forest's Rental Criteria and Occupancy Guidelines. I give Crown Forest permission to verify my rental application based on these criteria and policies. I understand that any false or misleading information given by me or my guarantor (if applicable) will be cause for immediate denial. I release Crown Forest and its representatives from any liability due to denial of my application based on the final results of their verification.

APPLICANT NAME	APPLICANT SIGNATURE	DATE
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APPLICANT NAME	APPLICANT SIGNATURE	DATE
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APPLICANT NAME	APPLICANT SIGNATURE	DATE
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APPLICANT NAME	APPLICANT SIGNATURE	DATE
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OWNER'S REPRESENTATIVE SIGNATURE	DATE
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