



INTEGRITY • EXPERIENCE • RESULTS

## Resident Criteria

The policy of H I Management is to thoroughly evaluate every application for an apartment at our communities. All persons 18 years or older that will be occupying the apartment are required to complete an application and will jointly qualify for the apartment. Each is fully responsible for the entire rental payment, and each must execute the lease agreement and its supporting documents. Management reserves the right to deny any application based on an unsatisfactory landlord reference, credit history, employment verification and/or criminal history. In addition, Management is required to perform due diligence that ensures all applicants meet the criteria as outlined in Section 42 of the Internal Revenue Code (for applicable communities/units).

Management will request a copy of applicant's credit report through a consumer reporting agency. Management will also request and review residency verifications, employment/income verifications and criminal history reports. Management will make a final decision regarding the approval or disapproval of your lease application based upon information received/verified. If your application is declined or is accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agency that provided the information to Management. In the event an applicant is declined for unsatisfactory credit/criminal background the applicant is encouraged to contact the consumer reporting agency to obtain a copy of the report (Management cannot provide applicants with a copy of consumer reports), correct any erroneous information that may be on the report through the consumer reporting agencies, and submit a new application to Management for further consideration.

Management will evaluate the following:

1. Credit History: A full credit history will be requested. Your application may be denied if your credit history reflects an unsatisfactory payment habit and/or foreclosure of mortgage or eviction from a house or apartment for any reason. All outstanding debts to utility companies must be paid and proof of payment must be shown before applicant will be accepted to the community. An unsatisfactory credit report may require a higher security deposit and/or co-signer.
2. Residency Verifications: Applicants must provide the name, address and telephone number of all current and previous landlords. Any applicant with a history of eviction, delinquent rent, damages or failure to follow community rules and regulations may not be accepted. Verification of rental history must be from a disinterested third party. Without a landlord reference, a higher security deposit and or co-signer may be needed to qualify for the apartment.
3. Criminal History: Each Applicant will be screened to analyze criminal report records. Applicants may be declined based on Management's established criteria.
4. Income: Applicant(s) cannot exceed the maximum allowed income per the IRS Section 42 guidelines (for applicable communities/units). Income includes, but is not limited to, Social Security, pensions, retirement accounts and other assets (for applicable communities/units). All applicants must show proof of income greater than 2½ times applicants' monthly rent. Verification of rental assistance may be required.

It is difficult to project the amount of time required to review an application. If any application is denied, a letter will be sent to the applicant. An applicant may not re-apply for 90 days.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Printed Name \_\_\_\_\_