

## **QUALIFICATION STANDARDS**

### **For Prospective Residents**

#### **Fair Housing**

Roseland Management Company complies with the Federal Fair Housing Act. Roseland does not discriminate on the basis of race, color, religion, national origin, sex, familial status or disability, or any other basis protected by applicable state, Federal or local fair housing laws.

#### **Applications**

Each person that will occupy the apartment who is eighteen (18) years of age or older must complete an application and sign the lease. Each applicant that is eighteen (18) years of age or older, and is not a full time student who can be claimed as a dependent on the primary applicant's tax return, will be qualified by Roseland in accordance with these qualification standards. Applications are to be completed in full. Applications containing untrue, incorrect or misleading information will be declined. Each application is evaluated with a scoring method that weighs the indicators of future rent payment performance. The score is based on statistical analysis of prior renters' indicators and subsequent payment performance. Based on the score, we may choose to accept or decline an applicant, or seek additional requirements for approving the lease. These additional requirements include an additional deposit or a Guarantor.

**NOTE:** The following **MUST** accompany ALL applications:

- The **two (2) most recent original** pay stubs or Leave and Earnings Statement or signed offer letter on company letterhead (copies to be maintained in resident file).
- A valid driver's license, age of majority card, military ID or state issued Photo ID card (view and document only). Expired documents are NOT considered valid.
- All applicants in the United States on a visa must list the visa number and expiration date on the Application For Residency. Lease agreements **will not** be written for terms beyond the visa expiration date.
- Applicants without a SSN or ITIN number must provide a valid I-94, I-94W or I-20. Lease Agreements **will not** be written for terms beyond their expiration date.
- Emancipated minors presenting court appointed documentation are eligible to qualify as long as they meet the noted criteria.

#### **Credit History**

- Credit reports will be run on each applicant and will be considered in the overall credit worthiness of the application. Unsatisfactory credit history can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments and/or bankruptcies. If an applicant is declined for poor credit history, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the report. An applicant declined for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency.
- Applicants who meet all other qualifying criteria but do not have credit, may be required to pay an additional deposit or re-qualify with a Guarantor.

#### **Rent/Mortgage Payment History**

- Any legal proceedings/judgments/evictions/skips may result in a declined application.
- Outstanding rental balances at a Roseland Community will result in a declined application.

#### **Employment History**

- Employment must be verified. In the case of new employment, applicant must present a signed offer letter on company letterhead stating income. Employment must begin within thirty (30) days of the lease start date.

- Self-employed applicants must provide the most current annual tax return (submission of 1099's only is not sufficient) or a notarized statement from a Certified Public Accountant or attorney indicating the amount of anticipated annual income.

### **Income Requirements**

- Gross monthly household income must be sufficient to cover the rent and other typical household obligations. Applicants gross annual salary must meet or exceed 40 times the monthly rental rate. For savings/assets to be considered in lieu of income, applicant may provide three (3) consecutive savings account/earning statements showing proof of at least five (5) times the annual rent.
- Official documentation must be submitted to support the following, and any other, sources of additional income you wish us to consider:

*Investment Account	*Dividends	*Child Support	*Interest
*Retirement Income/Savings	*Military Housing Allowance	*Trust Fund Income	*Alimony

### **Criminal History**

A criminal background check will be conducted for each applicant. The criminal search will be run for all addresses at which the applicant(s) has resided. The application will be rejected for any of the following reported criminal related reasons that have occurred prior to the application date:

- Any felony conviction
- Any terrorist related conviction
- Any illegal drug related conviction
- Any prostitution related conviction
- Any sex related conviction
- Any cruelty to animals related conviction
- Any misdemeanor conviction involving crime against persons or property
- Any of the above related charges resulting in “Adjudication Withheld” and/or “Deferred Adjudication”
- Active status on probation or parole resulting from any of the above

### **Guarantors/Increased Security Deposits**

- Guarantors may be permitted based on the screening recommendation. Guarantors' gross annual income or savings must be sufficient to cover the annual rental rate in order to support their current housing payments and that of the applicant(s). Guarantors must meet all other qualification standards listed.
- Guarantor's primary residence must be in the United States and they must have a valid Social Security Number.
- Increased security deposits may be permitted based on the score. The increased security deposit will be equivalent to one (1) month's rent unless otherwise dictated by law.
- A Guarantor may be permitted in lieu of an increased security deposit based on the above criteria for Guarantors.

### **Roommates**

Each resident is jointly and severally (fully) responsible for the entire rental payment as well as all community rules and policies. Management will not refund any part of a security deposit until the apartment is vacated by all leaseholders.

### **Affordable Housing Program/Below Market Rent Programs**

Applicants for the Affordable Housing Program/Below Market Rent Program (if applicable at this community) must be qualified based on the governing authority's income classifications. The income ranges are derived from the maximum low/moderate income. Please reference the Affordable Housing Rent/Income Guidelines to determine eligibility. Affordable Housing Program/Below Market Rent Program guidelines supersede these Qualification Standards.

### **Occupancy Guidelines**

Occupancy Guidelines are governed by State, City, and local ordinances. In the absence of any more stringent requirements by the aforementioned agencies, the standard occupancy guidelines will be a maximum of two (2) residents per bedroom. Residents under the age of eighteen (18) months will not be considered in the occupancy guidelines. This does, however, require the input of the local jurisdiction. An occupant will be considered a resident and must be listed on the lease agreement if they reside at the premises more than 50% of the time.

**NOTE:** Lofts and dens are not considered bedrooms.

