

Thank you for choosing a DEI Communities property to be your new home. Please review the qualifications required of all individuals to rent an apartment with DEI Communities. All required information/documents must be provided within two (2) business days including any necessary co-signers/documents. If this is not provided, DEI Communities reserves the right to put the apartment back on the market and you may be required to reapply. A separate rental application must be fully completed, dated and signed for each occupant 18 years of age or older.

Application fees and an application deposit are required to hold an apartment and process the application(s). The Application Deposit is not a security deposit. However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded if you are not approved; OR it will be retained by us as liquidated damages if you fail to move in or withdraw your application.

Upon move in, and through the duration of tenancy, all residents must provide proof of renter's insurance, which includes a minimum of \$100,000 legal liability for damage to the landlord's property, with Owner/Agent named as additional insured or interested party. Proof of coverage MUST be provided prior move-in.

1. **Identification.** Each applicant must provide government issued photo identification.
2. **Occupancy Standard.** No more than two persons per bedroom shall occupy the premises except in the case of an infant less than six months old. Any person less than six months of age will not be considered an occupant when occupancy standards are reviewed.
3. **Income Requirements/Verification.** Employment history must be reasonably verifiable.
  - **Income:** Total gross monthly income of all applicants must be 3.5 (three and one half) times monthly rent.
  - **Self Employed** parties must provide the previous year's personal income tax return, and the previous 3 (three) months personal bank statements as evidence of sufficient income.
    - An applicant whose income is paid by commission only or by a base salary plus commissions, bonuses, or tips will be considered self employed and fall under the above criteria for proof of income. The only exception to this would be if the base salary were verifiable by other means and the applicant qualified with the base salary alone.
  - **Other Income Sources:** applicants that have a source(s) of income that is not derived from employment, including but not limited to: student loans, social security, trust funds, etc., must provide sufficient documentation of such funds. Documentation must cover the entire period of the proposed lease agreement.
  - **Corporate Apartments:** Corporations wishing to rent an apartment must provide a current Financial Statement in addition to a letter signed by an officer of the corporation indicating individuals authorized to sign on behalf of the corporation.
4. **Credit History.** (Credit reports are obtained)
  - An unsatisfactory credit report can disqualify an applicant from renting an apartment home. An unsatisfactory credit report is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies, or a high debt to income ratio. If an applicant is rejected for poor credit history, the applicant will be sent an Adverse Action letter containing the address and telephone number of the credit-reporting agency that provided the credit report (but not the content of the credit report). An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit-reporting agency, correct any erroneous information that may be on the report, and resubmit an application.
  - Should applicant's credit report contain a "Red Flag" (as that term is defined under the Fair and Accurate Credit Transactions Act of 2003) applicant will be required to provide additional documentation to authenticate the applicant's identity.
5. **Rental History.** Rental History must be verifiable (rental history reports may be obtained). The applicant(s) must have at least one year of acceptable rental history. Any legal judgments/evictions/skips or outstanding balances owed to an apartment community may result in a declined application.
6. **Criminal History.** A detailed criminal background check will be performed on all occupants 18 and over. Any criminal history may result in denial.
7. **Guarantors:** Guarantors must have a gross monthly income of at least 6 (six) times the entire monthly rent and must meet all other qualifying criteria. Guarantors must complete an application for rental. All Guarantors will be listed on the lease agreement as the Lessee. Guarantors must be aware that they are guaranteeing the entire lease agreement regardless of the number of persons listed on the lease agreement.
8. **Evaluation:** The above information is evaluated with a rules based report method that weights the indicators of future rent payment performance. The report outcome is based on analysis of prior renters' indicators and subsequent payment performance. We may choose to accept or reject an applicant, or seek additional requirements for approving the lease. These requirements may include but are not limited to, additional documentation of income or employment, additional rental references, satisfaction of delinquent debt, an additional deposit(s) or the addition of a Guarantor. Each resident and Guarantor 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. Refunds will be made out to all lease holders.

**Fair Housing Policy.** DEI Communities is an Equal Opportunity Housing Provider. We do business in accordance with all federal, state and local fair housing laws. DEI Communities offers reasonable accommodations to individuals with disabilities. If you have a disability which you believe requires a reasonable accommodation, please be sure to let us know.

**I HAVE READ AND UNDERSTAND THE ABOVE RENTAL CRITERIA.**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Representative

\_\_\_\_\_  
Date