

**FIRST MANAGEMENT INC
STATEMENT OF RENTAL POLICY
March 2023**

Before applying to rent an apartment, please take the time to review this Statement of Rental Policy. For the purpose of this document, the term “applicant” is defined as the person or persons who will be signing the Lease as the “Resident”. An applicant must be 18 years of age or older to qualify as a resident. All individuals 18 years of age or older must complete an application and be listed as a “Resident” on the Lease Agreement. The term “occupant” is defined as the person or persons who will be listed on the lease agreement who is under the age of 18, and who is residing at the property. Some criteria apply to the applicants only; other criteria apply to all occupants. Please note that this is the current rental criteria; nothing contained herein constitutes a guarantee or representation that all residents and occupants currently residing here have met these requirements. There may be individuals who began residing at this community prior to this particular criteria going into effect; additionally, the ability to verify whether these requirements have been met is limited to the reliability of information received from applicants and outside services used.

IDENTIFICATION: Applicants must present a valid government issued photo identification card for each person age 18 or older.

EQUAL HOUSING: First Management Inc is an Equal Housing Opportunity Provider, doing business in accordance with the Federal Fair Housing Act and do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. Additionally, we provide housing in accordance with all other state or local laws if those laws provide greater protection than the Federal Fair Housing Act.

UNIT AVAILABILITY: Applications for units will be accepted on a first come, first served basis and are subject to the availability of the unit type requested. Rental Rates are subject to change without notice.

RENTAL CRITERIA: All applicants and guarantors must agree to the following by executing this Statement of Rental Policy and a rental application form: Applicant(s) hereby consent to allow First Management, through its designated agent and its employees, to obtain and verify credit information, including a criminal background search for the purpose of determining whether or not the applicant is eligible to lease an apartment. Applicant understands that any false information will constitute grounds for rejection of application and the lease may be nullified.

INCOME: The combined gross income of the applicant(s) is required to meet the minimum income criteria. The three types of income used to establish the income to rent ratio eligibility are employment income, other income and personal assets. First Management Inc requires the equivalent of 3.0 times the monthly rent.

Acceptable forms of income verification include:

- Three consecutive, current paystubs
- Financial Aid or Scholarship Awards letter
- Last Year's Tax Return (if you are self-employed)
- Proof of Government payments (social security, disability, welfare, etc.)
- Proof of Retirement or investment income
- University Issued I-20 document
- Signed offer letter on company letterhead (dated within the last 30 days)
- Three consecutive months of current bank statements showing a residual ending balance equivalent to our required rent to income ratio.

SCORING OF CONSUMER CREDIT: We will run a credit check on all applicants age 18 and older that apply for residency. A minimum credit score of 650 is required for approval without a guarantor. We use an expert statistical credit scoring system to evaluate consumer credit. This information is compared to the credit trends of other consumers to predict how likely it is that the applicant will pay rent in a timely manner and fulfill all lease obligations. Unfavorable accounts which may negatively influence this score include, but are not limited to: collections, open bankruptcies, charge-off, repossession, current or recent delinquency. Based upon the applicants' credit score, the application will be accepted, rejected or accepted on the condition that an additional security deposit is paid.

Under the Fair Credit Reporting Act, you have the right to know the information contained in your file at the consumer reporting agencies listed below. You make make a written request to the appropriate agency for disclosure of the nature of this information in the form of a free copy of your consumer credit report, you may contact the appropriate consumer reporting agency in writing no later than 60 days after receiving written notice of the rental decision.

Consumer Reporting Agencies:

Equifax	Experian	Transunion
www.equifax.com	www.experian.com	www.transunion.com
888.548.7878	888.397.3742	800.916-8800
P.O. Box 740241	PO Box 2104	P.O. Box 1000
Atlanta, GA 30374	Allen, TX 75013	Chester, PA 19022

CRIMINAL BACKGROUND CHECKS: If the application is accepted or accepted with conditions, a criminal background search will be conducted. First Management Inc performs criminal background checks in accordance with applicable federal and state laws. Applicants' signatures on the Application for Residency authorizes us to check not only applicants' credit history, but also any criminal convictions. Applicants will be required to answer questions on the application stating whether they have been convicted of a crime; and, if so, what the crime was, when and where it occurred and the disposition of that charge. An unsatisfactory criminal background or a check that

results in pending charges may result in denial of the application. However, not all crimes disqualify applicants from living at the property. Crimes that result in denial of residency are those which pose a serious threat to the health, safety and welfare of persons living and working in our community. All records are evaluated from the date of the disposition.

The below chart of criminal decision criteria is provided for general and informational purposes only. It is not offered as, and does not constitute, legal advice or legal opinions.

Offense	Felony	Misdemeanor
Crimes Against a Person or Property	7 years	3 years
Drug Related Offenses	7 years	3 years
Theft By Check Related Offenses	7 years	Approved
Worthless Check and/or Bogus Check Related Offenses	7 years	Approved
Sex Related Offenses and Terrorism Related Offenses	Declined regardless of time	
Prostitution Related Offenses	7 years	3 years
Weapons Related Offense	7 years	3 years
Cruelty To Animals Related Offenses	7 years	3 years
Any Other Felony Offense	Felony offenses that do not fall within categories above, (ex: traffic, DUI) 7-year timeframe; 5 years for felony DUI	
Deferred Adjudication and/or Adjudication Withheld	Off probation/parole for 5 years	
Pending Cases	Approved	
Active Status on Probation and Parole	Off probation/parole for 5 years	

Please remember that this requirement does not constitute a guarantee or representation that residents or occupants currently residing in our community have not been convicted of or subject to deferred adjudication for a felony, certain misdemeanors or sex offenses requiring registration under applicable law; there may be residents or occupants that have resided in the community prior to this requirement going into effect; additionally, our ability to verify this information is limited to the information made available to us by the resident credit reporting services used.

GUARANTORS: If a guarantor is needed, he/she must meet the entire qualifying criteria as presented above. All guarantors must have a verifiable source of income in an amount not less than 5 times the rental rate.

FEES: In order to apply for a unit, applicant(s) must submit an executed application along with the following fees: **A non-refundable application fee of \$40** for each applicant 18 years of age and older for verification of information and credit approval. If you have a pet, a **non-refundable** pet screening fee. If an applicant is conditionally approved, but chooses not to pay the security deposit, pet fee, or pet deposit then their application will be considered declined.

