



**ELMSTONE**  
— G R O U P —  
PROPERTY MANAGEMENT, LLC

## STATEMENT OF RENTAL POLICY (revised 2/25/2019)

Welcome to our community. Before you apply to rent an apartment home this property managed by Elmstone Group Property Management, LLC, please take the time to review this Statement of Rental Policy. The term "applicant(s)" under these criteria means the person or persons that will be signing the Lease as "resident"; the term "occupant(s)" in these criteria means the person or persons that are authorized occupants under the Lease. Some of our criteria apply to the applicants only; other criteria apply to all occupants. Please also note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and occupants currently residing at have met these requirements. There may be residents and occupants that have resided at prior to these going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various resident credit reporting services used.

### **EQUAL HOUSING:**

It is our expressed policy that we do not discriminate against anyone because of race, color, religion, sex, handicap, familial status, or national origin. A Social Security number, BioVerify or other acceptable form of identification is required to apply.

### **INCOME:**

Gross monthly income of all applicants must be at least 3.0 times the monthly rent. Monthly income will require pay stubs or written verification of income by employers of all adult applicants.

### **BACKGROUND:**

#### CREDIT:

A complete investigation of credit history of each applicant will be made and will require a satisfactory rating as determined by the management company. Certain applicants that are considered at risk for delinquency based on credit history will be required to pay a non-refundable risk fee.

#### RESIDENCE HISTORY:

Present and previous residence will be verified for all applicants and proposed occupants and will require prompt payment, sufficient notice given, and a record free of outstanding balances in the last 3 years. Prior residence for all applicants and proposed occupants must be recorded on the application. All applications with a balance due, multiple disturbance calls, and other criminal activity deemed unacceptable will be declined. All evictions will be declined.

#### EMPLOYMENT HISTORY:

A minimum of one year stable employment of each applicant is required.

CRIMINAL HISTORY: A criminal background report for each applicant over the age of 18 will be screened. Criminal history, which indicates that an applicant's tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy could result in substantial physical damage to the property of owner or others will result in rejection of the application.

1. Recommend Denial for felony or misdemeanor offenses, with a conviction or other adjudication of the offense within the past **twenty (20) years from completion of the sentence** for crimes including: murder, assault, sexual offenses (including sex offenders subject to a lifetime registration requirement), kidnapping, indecency with a child, trafficking of persons, violent crimes, other crimes against persons, or damage to property such as arson.
2. Recommend Approval for felony offenses, involving theft of property, illegal manufacture or distribution of a controlled substance and weapons if occurred prior to **ten (10) years from the completion of the sentence**.
3. Recommend Approval for misdemeanor offenses involving theft of property, damage to property, illegal drug violation(s) and weapons if occurred prior to **seven (7) years from the completion of the sentence**.

Arrest records will not be considered; however, pending criminal charges for offenses that would result in denial will be considered. Applicants currently completing deferred adjudication or other court ordered-supervision for an offense listed above may also be denied.

Applicants who are denied may submit, within fourteen (14) days of the denial, verifiable evidence of mitigating factors for additional assessment including (by way of example, with no single factor being determinative): the facts or circumstances surrounding the criminal conduct; the age of the individual at the time of the conduct; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; evidence of rehabilitation efforts and/or any other factors related to whether a specific person poses any threat to safety.

Failure to accurately report any criminal activity constitutes a non-curable material falsification and is grounds for termination of tenancy regardless of when such material falsification is discovered.



**OCCUPANCY:**

Occupants may reside in a unit if they do not exceed two persons per bedroom, but not to exceed 7 people in a three bedroom plus a child who is less than six months old and who sleeps in the same bedroom with the child's parent, guardian, legal custodian, or person applying for that status. Residents who have a newborn less than 24 months old at the time of rental application or lease renewal and residents whose newborn has reached six months of age during the lease term may be required, at that time, to either: (1) move into another available unit which has more bedrooms; or (2) move out. Rent for a larger unit will be at the rental rate at the time the lease is entered into for the larger unit. For the purposes of this occupancy policy a "family" shall consist of the following persons: one or more individuals (who have not attained the age of 21 years) being domiciled with: (1) a parent or another person having legal custody of such individual or individuals; or (2) the designee of such parent or other person having such custody, with the written permission of such parent or other person. The term "family" shall also apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 21 years.

**VEHICLES:**

One vehicle per apartment lease holder as parking spaces permit. Commercial or recreational vehicles will require written permission from Management.

**PETS:**

Pets may be accepted with a 20 pound weight limit, or if the pet is used as an aid for a handicapped applicant or proposed occupant. A \$300 pet deposit (\$150 non-refundable) is required per pet (maximum of two) and is to be paid in full prior to move-in. Pets will be subject to visual inspection and all community policies. Domestic animals only and no aggressive breeds are allowed. These restrictions may not apply to service animals.

**RENTERS INSURANCE:**

Proof of an active renter's insurance policy meeting the property minimums is required prior to move in. The policy or equivalent must remain in effect for the duration of the residency of the applicant.

**WATER FURNITURE:**

Water furniture will be allowed on the first floor only with a copy of a current renter's insurance policy maintained in the resident file.

**SATELLITE DISH:**

One satellite dish per resident may be installed with the appropriate Lease Addendum signed and cannot be attached to the building. Liability insurance in a coverage amount of \$25,000 will also be required.

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Applicant Signature                      Date              Applicant Signature                      Date