



QUALIFICATION GUIDELINES -- Effective 6/24/14

We are delighted that you are interested in leasing a rental homes. The following will be used in evaluating your application to become a resident or temporary occupant at **Northfield Homes**. All lease holders and/or occupants are required to fill out an application for screening. Applicants must be 18 years or older unless deemed to be an adult under applicable law with respect to the execution of contracts. Non-U.S. Citizens must fill out the Trec application for Non-U.S. Citizen as well as the TAA Application.

Rockwell Management Corporation will not discriminate against any person regardless of race, color, religion, sex, national origin, familial status or handicap. We are an equal housing community.

Employment Verification – All applicants must provide proof of stable employment. Applicant's salary or wages must total a minimum of three times the monthly rent billed. Copies of the most recent pay stubs may be required to verify income. If employment is to begin shortly, the applicant must provide a "letter of intent" to hire from the employer. Self-employment must be verified with the previous year's income tax return or certified verification from his/her company accountant or bank. Social Security, child support, AFDC income and related assistance must have supporting documents if such income is to be included in gross income. If the resident has no monthly income due to student status, a lease guarantor will be required and also may require an additional deposit. Proof of student status will be required. Other financial documents or income verification may be required based on credit screening results.

Rental or Home Owner History – Rental history will be checked on each applicant. Applicant must have one year's rental or mortgage payment history that can be verified. All previous rental history will be verified. If rental history is with an individual, a copy of the lease agreement will be required or three month's utility bills showing the applicant's name. There will be an automatic rejection for evictions for non-payment of rent, eviction for owner wants possession, or falsifying information. If the resident had only one broken rental agreement, not an eviction, owner wants possession, security problems, etc., they may be given the option to pay a half-month's rent as an additional deposit, as long as the balance owed is not from the last place of residence, and the resident provides proof in writing of payment arrangements between the resident and the complex owed. All other requirements must be met. Any applicant without rental history may be eligible with a lease guarantor or pay an additional deposit in the amount of a half-month's rent.

Utilities: Electric must be in the resident's name prior to move-in. Due to deregulation, the resident must provide proof from the utility company that the lights will be in their name as of the date of move in. If the electricity is not in the resident's name at any time during occupancy, the resident will be charged an electric recovery cost fee in the amount of \$50 each month, in addition to paying for the electric usage, until the electricity is transferred out of the property's name.

Occupancy Guidelines – Occupancy will be limited to two persons per bedroom plus one additional occupant.

Criminal History – We will verify criminal records on all applicants and occupants. Management reserves the right to reject any applicant with: a felony conviction, any terrorist related conviction, misdemeanor conviction in the past three years (no more than two misdemeanors allowed) current indictments, deferred adjudication, pending charges for controlled substances, theft of property or services, any prostitution or sex related conviction, any conviction involving crime against persons or property or any other criminal history.

Credit – As a means of evaluating credit, a credit report will be completed on all applicants to verify credit ratings. Unfavorable accounts that would negatively influence our decision include, but are not limited to: collections, charge-offs, repossession, bankruptcies, and current or recent delinquency.

Based on the credit rating or lack of, we may choose to accept or reject an applicant, or seek additional requirements for approving the lease. These requirements include, but are not limited to, additional deposit or a lease guarantor.

Guarantors – A Lease Guarantor may be required if an applicant has no residential history or no income due to student status. However, if an applicant lacks both rental history and income due to student status, a lease guarantor and an additional deposit equal to one month’s rent may be required. For guarantor-supported applications, an additional application deposit may be required. The deposit level will be based on the credit analysis. The guarantor will be required to complete a Lease Guaranty Agreement and pay a full application fee to support this application. Guarantors must meet all qualifying criteria outlined in this screening policy.

Deposit Requirements – Homes equal to One Months Rent \$_____.If the application is approved, the applicant will be notified of such approval. Once the applicant has been notified of approval, if the applicant changes his or her mind, the administration fee will not be refundable. If the applicant is rejected for any reason other than falsifying information, the administration fee is refunded.- A \$55.00 application fee is required on all applications including co-signers. All occupants over the age of 18 are required to fill out an application.

Pet Deposit – Domestic pets, 20 lbs. and under are permitted only with a \$700 pet deposit and written agreement. \$350 is non-refundable from each deposit to de-flea and deodorize the home. Pets are limited to no more than two non-service animals, each weighing 20 lbs. or less full grown. Aggressive breeds will not be allowed. These include, but are not limited to, Doberman Pincher, German Shepherd, Rottweiler, and/or Pitt Bull. Exotic pets such as reptiles, birds and rodents, and poisonous pets such as tarantulas, insects and poisonous fish are not allowed. Aquariums will be allowed with a 20-gallon maximum on the first floor only with proof of liability renter’s insurance.

Other deposits: Satellite Dish \$100.00 (Must sign an addendum and get management approval prior to installation.)

Additional fees: Month-to-month fee \$100.00 per month (Applies after lease contract expires)

Utilities: All Paid by Resident

We will require a copy of all occupants’ Driver's License/I.D. Card, Social Security Card, and/or passport or approved document from a recognized government agency that will verify the identity of the resident to put in the file. Management also reserves the right to require additional security deposits for any exceptions made.

I HAVE READ AND ACCEPT THE ABOVE QUALIFICATIONS. I FULLY UNDERSTAND THAT MY DEPOSIT WILL NOT BE REFUNDED IF I HAVE FALSIFIED ANY INFORMATION ON THE APPLICATION.

Signature

Date

Signature

Date