

HARBOR VILLAGE APARTMENTS RENTAL CRITERIA

Management Services Corporation strongly supports the applicable Federal and State Fair Housing laws in both spirit and actual practice. All policies set forth below are to be strictly adhered to without regard to race, color, religion, sex, national origin, handicap or familial status. All prospects are to be treated in the same manner when marketing an apartment or rental property. Guidelines for acceptance of a lease agreement for all applicants are outlined below:

Note: Anyone 18 years or older who will be living in the apartment must complete an application and qualify according to the guidelines set herein. A minor who turns 18 during occupancy will be required to complete an application at lease renewal, but will not be subject to the qualifying guidelines. However, if the qualifying resident (s) is removed from the lease agreement, the existing occupants will be subject to re-qualification guidelines as outlined below.

I. RENTAL SCORING

Harbor Village relies upon “Rental Scores” to estimate the relative financial risk of leasing an apartment to you. Harbor Village uses the screening company ResidentCheck to screen all applicants. In addition to estimating risk, rental scores are an objective and consistent way of reviewing relevant application information, and help speed the application approval process.

How is my rental score determined?

Rental scoring systems assign points to certain factors identified as having statistical correlation to future financial lease performance. Your rental score results from a mathematical analysis of information found in your credit report, application, previous rental history, and criminal history. Such information may include your bill-paying history, the number and type of accounts you have, collection actions, outstanding debt, income, the number of inquiries in your consumer report, and criminal court records. The final number, or rental score, represents an estimated level of risk as compared to the performance of other consumers in a range of scores.

Because your rental score is based upon real data and statistics, it is more reliable than subjective methods of evaluating your information. Rental scoring treats all applicants consistently and impartially. Additionally, your rental score never uses certain characteristics like – race, color, sex, familial status, handicap, national origin, or religion – as factors.

Where can I have my score explained?

Should your application be denied based upon your rental score, you can learn which factors most negatively influenced your score by contacting the consumer reporting agency listed below.

Additionally, you can obtain a free copy of your consumer report, if you make the request to the consumer reporting agency within 60 days of the denial.

ResidentCheck, LLC
5005 LBJ Freeway, Suite 225,
Dallas TX 75244
Ph. (800) 491-2580

II. SCORING

APPROVED: Any applicant with a score of 0.0-38.9 is approved.
A score of 0.0-19.9 will require a security deposit of \$150.
A score of 20.0-38.9 will require a security deposit of \$350.

CONDITIONAL APPROVAL: Any applicant with a score of 39.0-50.0 is conditionally approved.
Conditional approvals will require a security deposit of \$750.

If any applicant receives a conditional approval of 39.0-50.0, a guarantor will not be allowed in lieu of the deposits listed above.

DENIED: Any applicant with a score of 79.1 or higher is denied. Any applicant who is denied with a score of 50.1-79.0 and no adverse landlord tenant records, may acquire a guarantor. The guarantor must be fully approved (cannot be approved with conditions). This will require a security deposit equal to one full month's rent.

III. EMPLOYMENT/INCOME VERIFICATION

Acceptable employment/income verification are as listed and required upon approval:

- a. Income necessary for payment of rent must be verifiable. A recent paycheck stub that reflects year-to-date earnings or annual salary, recent income tax statement, W-2 form (verifying current salary), or written formal employment offer on company letterhead will be required to verify employment.
- b. If income is supported by alimony, child support, SSI, trust fund, savings or any other appointed funds, applicant must provide legal documentation of such income.
- c. In the event that compensation is primarily a result of tips or commissions, three (3) weeks of paycheck stubs or a W-2 verifying the amount is required.

IV. CRIMINAL HISTORY

Any applicant, including applications submitted by a spouse or by any person(s) over the age of 18 intending to move into an existing household, may be rejected for the following:

- a. Management expressly reserves the right to deny any application on the basis that a court of competent jurisdiction has convicted an applicant of distribution (or possession) of a controlled substance as defined under applicable federal or state law.
- b. Management expressly reserves the right to deny any application on the basis that an applicant has a prior record of a criminal conviction(s) that involved harm to persons or to property, which would constitute a clear and present threat to health, or safety of other individuals.

V. GUARANTORS

- **A guarantor must qualify as approved with no conditions and no adverse landlord tenant records.**
- The guarantor must reside in the United States
- A Guarantor cannot be a current Harbor Village resident or currently be the guarantor for any other resident at Harbor Village.
- A Guarantor may be removed from the lease at any time if the resident can qualify on their own financially, has a zero balance, and no lease violations.

VI. CORPORATE LEASE AGREEMENTS

Listed below you will find a list of all required information and qualifying guidelines necessary for a corporate lease:

- a. Corporation must supply at least three (3) credit references and be in good standing with all creditors.
- b. Lease agreement must be signed by a corporate officer and a Letter of Responsibility signed by a corporate officer that authorizes a company representative to sign a lease agreement.
- c. Each individual occupying the apartment will be listed on the lease as an occupant.
- d. An application must be completed for all persons 18 and over occupying the apartment. There is no application fee as we will not initiate the screening process.
- e. The security deposit for all approved corporate leases will be \$350.

VII. LEASE TAKEOVERS

Lease takeovers are when all current residents vacate their apartment and new residents take over their current lease in place and move in. All lease takeovers MUST be approved by management, and all new residents MUST apply and be screened according to the guidelines of the rental criteria. The lease takeover fee is \$400. The administrative fee to make name changes to the lease is \$50. Management reserves the right to terminate this as an option at any time without notice.

VIII. LEASE BREAK OPTION

In the event you need to break your lease contract, the fee to do so is equivalent to two month's rent. Once the break lease fee is received, your apartment will be placed on a 60-day notice. You are rent responsible for these 60 days. Management reserves the right to terminate this as an option at any time without notice.

IX. NON-US CITIZENS

Non-U.S. Citizens who have entered the United States legally are eligible to apply for residence with Management Services Corporation. In order to qualify, the individual (s) must provide the necessary documentation to verify their legal status, complete the Non-U.S. Citizen supplemental application, and satisfy the rental criteria as listed above.

To establish an applicants' legal status, Harbor Village requires all non-US citizens to provide either:

- 1) One of the documents in the first bulleted list below; or
- 2) One of the documents in the second bulleted list **and** one of the documents in the third bulleted list.

List 1 – Any one of the following:

- Unexpired U.S. passport;
- Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization;
- Permanent Resident Card of Alien Registration Receipt Card (Form I-551);
- Unexpired Temporary Resident Card (Form I-688);
- Unexpired Employment Authorization Card (Form I-688A); or
- Unexpired Employment Authorization Document issued by U.S. Citizenship & Immigration Service (USCIS) (Form I-766 or I-688B).

List 2 – Or any one of the following documents that establish identity:

- Driver's license or ID card issued by a state or outlying possession of the United States if it contains a photograph or information such as name, date of birth, sex, height, eye color, and address;
- ID card issued by federal, state, or local government agencies, if it contains a photograph or information such as name, date of birth, sex, height, eye color, and address;
- School ID with a photograph;
- Voter Registration Card;
- U.S. Military Card or Draft record;
- Military dependent's ID card;
- U.S. Coast Guard Merchant Mariner Card;
- Native American tribal document; or
- Canadian driver's license.
- Tax ID # with a valid photo ID

List 3 – Plus, any one of the following documents that establish employment eligibility:

- U.S. Social Security Card (other than a card station it is not valid for employment);
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350);
- Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States, bearing an official seal;
- U.S. Citizen ID card (Form I-197);
- ID card for use of a resident citizen in the United States (Form I-179); or
- Unexpired employment authorization document issued by the Department of Homeland Security (other than those listed above, for which only one form is needed).

Applicants must provide listed documents as outlined above to show eligibility covering their original lease term. Upon renewal, residents will be responsible for providing the documents showing legal status continues during requested renewal term. If updated documents showing legal status are not turned into Harbor Village prior to renewal, resident(s) will be ineligible to renew at the end of the lease contract.

X. ROOMMATES

Adding/Removing a Roommate. The applicant will be qualified under the following criteria.

- Name Deletion is the removal of a person from a lease agreement with the permission of all parties concerned. The remaining resident(s) on the lease must re-qualify under our current criteria if we originally screened applicant(s) together. There is a \$50 fee for each occurrence.
- Name Addition is the adding of a person to a lease agreement with the permission of all parties concerned. The applicant will follow the criteria outlined above. To qualify for the full rental amount, the new applicant's income will be combined with the current resident's income. A roommate with a score of 79.0 and below with no landlord tenant alerts or any other alerts will be approved. Applicants who qualified with combined income will be required to re-qualify in the event that one of the leaseholders wishes to remove themselves from the lease agreement. The current resident will be required to complete a new application, unless they have lived with us for less than 6 months. There is a \$50 fee for each occurrence.

OCCUPANCY STANDARD:

The below referenced Occupancy Standard is in effect.

Two Bedroom Apartments: Maximum – 4 people

With regard to an "infant," the infant shall not be counted in the total number of persons to be occupying the subject apartment unit. As used in this rental Criteria, "infant" shall be defined as and shall include any child up to the age of twelve (12) months.

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