



PROPERTY MANAGEMENT LLC

RESIDENT ADMISSION AND OCCUPANCY POLICIES

Basic Admission Criteria:

1. Head of Household, Unrelated Co-Tenants must be at least 18 years old;
2. A household's monthly income/employment must be stable (i.e. employed at current job at least three months) and sufficient to pay required rent (rent-to-income ratio cannot exceed 35%);
3. Satisfactory rental or mortgage history for a minimum of three consecutive years or three consecutive landlords. (Relatives do not count as a previous Landlord reference);
4. Satisfactory credit history and credit rating (i.e., NO unpaid collection accounts, accounts 60-90 days past due or bankruptcies in past three years).
5. Any applicant with unstable or insufficient income; or with no prior or insufficient leasing experience; or unsatisfactory credit history, will be required to provide a cosigner and cosigner Addendum to Lease Agreement, in order to be accepted. If applicant is unable to provide a co-signer, then the deposit PLUS last month's rent, at Touchstones option may be required.
6. Applicant(s) must be able to pass a criminal background check. – Any applicant with a felony of 10 years or older may qualify, however, certain felonies will be denied regardless of the felonies nature or age. Any applicant(s) that have more than 3 misdemeanors will be denied regardless of the nature or age of the misdemeanor. Please be advised certain misdemeanors will automatically be denied if the misdemeanor charge is for drugs, assault, gang activity, violent acts against another person, burglary, robbery, vandalism, child abuse, child molestation or child neglect, or any sex crime. Any applicant that does not disclose criminal charges/convictions on the application will be automatically denied.
7. No more than two persons per bedroom; no more than three unrelated persons per household unless the home is a City approved High Occupancy home.

Application Procedures:

1. One application for every household member over 18 years old. A nonrefundable application fee of \$45.00 is required for each application and must be paid before processing can begin.
2. Copy of current Driver's License or current Picture I.D; copy of Social Security Card is required for each applicant 18 years or older.
3. Parties requiring and entering into a Co-signature Addendum must complete a "Co-signature Application" and pay an additional \$45.00 application fee. A co-signer will be subject to employment and credit verification prior to acceptance as a co-signer. The Addendum must be executed and notarized by all parties within 7 days of application date or occupancy may be delayed.
4. An agreed to security deposit must be paid on or before the date of lease signing. If owner/agent rejects the application(s), the security deposit will be refunded in full.
5. An applicant's misrepresentation of any information provided on the application will be sufficient reason to reject the application to rent.

Rejection of Application:

1. Employment and Landlord verification shall be made within 7 days of application, if agent is unable to gain needed information, the property will be shown, and the application will be rejected. At any point during the verification process, if a negative report is received, the Application to Rent may be rejected and the applicant will be notified in writing of the rejection.

Statement of Non-Discrimination:

Touchstone Property Services LLC, owners, agents, employees and contractors will not discriminate based on race, color, religion, sex, national origin, age, handicap, disability, marital or familial status in leasing, rental or other disposition of housing or related facilities and will comply with all Federal, State, and Local fair housing and civil rights laws and with all equal opportunity requirements.