ROHDIE GROUP

RESIDENT SCREENING CRITERIA

1. **Rohdie Group is an equal opportunity housing provider.** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.

2. **Apartment availability policy.** Apartments become available when they are deemed ready for move in. A vacant apartment will not be deemed available until it has been cleaned, repainted, prepared and certified by the Property Manager. We update our list of available apartments as each apartment becomes available. An apartment that was unavailable in the morning may become available later the same day as work is completed.

3. **Age.** All persons over the age of 18 residing in an apartment are considered parties to the lease and must qualify financially.

4. **Roommates.** Every roommate must complete an application. Each applicant will be qualified separately. The income requirements may be combined.

5. **Occupancy Standards.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair housing laws. We allow two persons per bedroom. For example, a one-bedroom apartment may house up to two people and a two bedroom may house up to four people.

6. **Applications process.** We evaluate every apartment application in the following manner:
   a. Applicant submits a rental application, answering all questions on the application form, and authorizes the credit and criminal background check via signature and date.
   b. Applicant pays the nonrefundable application fee.
   c. From applicant's responses to the application questions, management will determine whether the applicants qualify for the requested apartment.
   d. Management will check each applicant's credit report, employment history, proof of income and rental references to confirm that all meets our rental criteria. If the applicant(s) meet our criteria, we will approve the application.
   e. This process takes one to two days. We will rent available apartments to applicants in the order that their applications are approved.

7. **Rental Criteria.** To qualify for an apartment, every applicant must meet the following criteria:
   a. Income. The applicant's rent cannot exceed 37% of total annual income. Applicants must be able to prove at least one year of employment immediately preceding the date of the application. If applicants have been full time students at any time within the previous year, management may require a lease guarantor. If applicant(s) are unemployed, proof of an alternate source of income is required. If self-employed, a verifiable tax statement showing earnings from the previous year must be provided.
   b. Rental History. Every applicant must have satisfactory rental and/or mortgage payment history. If applicants have ever been evicted or sued for any lease violation, the application will be rejected.
   c. Credit History. Every applicant's credit record must currently be satisfactory and we do not accept applicants owing other apartment communities monies.
   d. Criminal History. If any of the applicants have ever been convicted of a felony, the application will be rejected. If convicted of a misdemeanor involving dishonesty or violence within the past five years, the application will be rejected.
   e. Guarantors. If the applicant(s) does not meet one or more of the above criteria, a third party to guarantee the lease may be accepted. The guarantor must pass the same application and screening process that every other applicant must pass except that management will deduct the guarantor's own housing costs before applying his or her income to our income standard. **Guarantors will not be permitted for poor credit or unacceptable criminal history. Full-time college students are permitted guarantors due to insufficient income or rental history; students must be at least 18 years of age and proof of enrollment is required.**