

MASON & COMPANY

Residential Qualifying Criteria

We are delighted that you are interested in leasing a swelling in our apartment community. In order to help you in making a decision, complete one rental application. There is a \$35.00 fee to submit the application.

1. A separate rental application must be fully completed, dated and signed by each applicant and all co-applicants. Each applicant must be 18 years of age. Spouses are only required to complete one rental application.
2. Two (2) recent known addresses must be provided.
3. The rental application will be reviewed when submitted so we'll have all information needed to determine your eligibility.
4. Each applicant must provide government photo identification and allow it to be photocopied.
5. Applicants who are first-time renters or who do not have sufficient income under paragraph 6 below may qualify by having the lease guaranteed by a guarantor. The guarantor must have a gross income of at least 3 times the monthly rent and must meet all other qualifying criteria. Only a relative or employer may guarantee the lease. Guarantors may be held responsible for entire rent and other costs, such as damages, as long as you live at the this property, even if you have roommates.
6. If applicant's family will be occupying the dwelling, the family size must be appropriate for the available apartment, no more than two adults per bedroom, in most circumstances. See our attached family occupancy policy, covering various sizes and configurations of units and children's ages during the lease term.
7. Employment and monthly income must be verifiable. Total monthly income of all applicants must be 3 times monthly rent. (otherwise, a guarantor is necessary.)
8. Applicants(s) may be denied occupancy for the following reasons:
 1. Falsification of application by any applicant
 2. Incomplete application by any applicant
 3. Insufficient income (total of all applicants)
 4. Criminal conviction history of violent or sexual crime committed by any applicant or by other occupants (including children) who plan to live in unit.
 5. Poor credit history of any applicant (credit reports are obtained; previous bankruptcy requires an additional security deposit equal to one month's rent)
 6. Poor rental profile of any applicant (rental history reports obtained)
 7. Rental history of: Non-payment or frequent late payment of rent, eviction, drug use, poor housekeeping, poor supervision of children unruly or destructive behavior by applicant, applicant's children or applicant's guests. Violence to persons or property by applicant, applicant's children or applicant's guests.

We do not discriminate on the basis of race, color, creed, religion, sex, national origin, disability or family status.

I, ACKNOWLEDGE THAT I HAD AN OPPORUNITY TO REIVEW THE PROPERTY'S RENTAL SELECTION CRITERIA, WHICH INCLDES REASON WHY MY APPLICATION MAY BE DENIED, SUCH AS CRIMINAL HISTORY, CREDIT HISTORY, CURRENT INCOME AND RENTAL HISTORY. I UNDERSTAND THT IF I DO NOT MEET THE PROPERTY'S RENTAL SELECTION CRITERIA OR IF I FAIL TO ANSWER ANY QUESTION OR GIVE FALSE INFORMATION, THE PROPERTY MAY REJECT THE APPLICATION, RETAIN ALL APPLICATION FEES, ADMINSTRATIVE FEES, AND DEPOSITS AS LIQUIDATED DAMAGES FOR ITS TIME AND EXPENSE, AND TERMINATED MY RIGHT OF OCCUPANCY.

APPLICANT

DATE

APPLICANT

DATE

APPLICANT

DATE

OWNER'S REPRESENTATIVE

DATE

MASON & COMPANY
Resident Rules

- No one is allowed to ride bicycles, roller blades, skateboards or other mobile items on the sidewalks or walkways at any time.
- No one is allowed to park any kind of motor vehicle, motorcycle, etc. On sidewalks and or lawns; this will be subject to towing of vehicle at owner's expense.
- Pets less than 25 pounds are allowed. A pet fee of \$250.00 (non-refundable) for each pet is required. Limit of two (2) pets per apartment. No Pit Bulls, Rottweiler or vicious dogs allowed.
- Two (2) persons per bedroom. However, in 2001, a child who is younger than two (2) years old can sleep in the same bedroom with his or her parent, guardian, legal custodian or person applying for that statue will be the only exception to this rule. Age of must be verifiable, such as a birth certificate.
- Resident pays the electricity and should have this service connected before moving in. Water, trash, and sewer must be connected unless otherwise indicated.
 - Painting, any minor or major modifications to the property must be approved by the property manager before proceeding.
 - No excessive nail holes.
- **No clothes lines will be permitted**
- **No swimming pools of any size will be allowed**
- **No car washing is permitted**
- **Absolutely no electrical cords will be permitted connected from one apartment to another**

Violations of any of the above will result in eviction

I HAVE READ AND ACKNOWLEDGED THE ABOVE

Resident

Resident

Resident

Witness

Owner's Representative

Date

Date of Policy

**Privacy Policy for Personal Information
of Rental Applicants & Residents**

We are dedicated to protecting the privacy of your personal information, including your Social Security number and other identifying or sensitive personal information. Our policy and procedures are designed to help ensure that your information is kept secure, and we work to follow all federal and state laws regarding the protection of your personal information. While no one can guarantee against identity theft or the misuse of personal information, protecting the information you provide us is high priority to our company and staff. If you ever have concerns about this, issue, please feel free to share them with us.

How person information is collected. You will be asked to furnish some of your personal information when you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

How and when information is used. We use this information only for business purposes involved in leasing a dwelling to you. Examples of these uses include, but are not limited to, verifying statements made on your rental application (such as to obtain payment for money you may owe us in the future,)

How the information is protected and who has access. We allow only authorized persons access to your personal information, and we keep documents and electronic records containing this information in secure areas and systems.

How the information is disposed of. After we no longer need or require to keep your personal information, we will store or destroy it in a manner designed to prevent unauthorized persons from accessing it. Our disposal methods will include shredding, destruction or obliteration of paper document documents and destruction of electronic files.

Locator services. If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees or agents, even though they may initially process rental applications and fill out forms. You should require any locator services you use to furnish you their own privacy policies.

Thank you,

MASON & COMPANY

Applicant (s)

Applicant (s)

Applicant (s)