

**BURTON CAROL MANAGEMENT, LLC  
RESIDENT SELECTION CRITERIA**

**Equal Housing:** This community does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation or national origin.

**Identification:** All visitors must present a current Government issued identification in order to view the community. Acceptable forms of identification are: Valid State Issued Driver's license, valid state issued ID card, valid Military ID card, a valid Passport or a US Immigration and Naturalization Services issued VISA. A copy of all applicants photo IDs and social security cards will be made and retained at time of Application. Applications will not be processed without the required Government issued identification and social security card.

**Occupants:** Occupancy will be limited to no more than two (2) persons in a one-bedroom apartment, four (4) persons in a two-bedroom apartment or five (5) to six (6) persons in a three-bedroom apartment depending on the community. All adult occupants will be considered as responsible residents under the Lease Agreement and will be asked to sign the Lease as a resident.

*\*Occupancy Standards are based on square footage and may vary per community.*

**Application for Residency:** An Application for Residency must be completed and maintained for each applicant 18 years or older who will be living in the apartment and/or contributing to the payment of rent.

**QUALIFYING STANDARDS**

**Rental History:** Up to 36 months of rental history may be verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice, with no damages is expected. Eviction, Skip, or Money Left Owing to a Landlord within seven (7) years of application date or falsification of this application may result in an automatic rejection.

**Credit History:** An unsatisfactory credit report can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies.

**Income:** Applicants must have a verifiable income source. Acceptable income verification required may include pay stubs consecutive for a 4-week period, a notarized letter from the employer and/or the most recent W2 or 1099. Self-employed applicants may be required to supply the most recent IRS tax return or certified verification from their company accountant or bank. Retired (must provide documentation of ability to pay rent). Gross monthly income equivalent to 2.50-2.75 (varies per community) times the monthly rent is required.

**Criminal Background Check:** A criminal background check will be run on all Applicants. An applicant may be automatically denied in the event applicant(s) have ever been convicted of a felony, received adjudication for felony offense(s) or been convicted of a misdemeanor involving a crime against a person, another person's property or against society. An automatic denial will also occur should an applicant appear on the list of known terrorists and wanted fugitives as provided by the Office of Foreign asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies.

*The applicant agrees that the lease shall be terminated in the event the applicant, after moving onto the property commits an offense of sexual nature, resulting in conviction or is labeled as a registered sexual offender or predator and/or appears on the list of known terrorists and wanted fugitives.*

Note: This requirement does not constitute a guarantee or representation that residents or occupants residing at this apartment community have not been convicted of a felony or are not subject to deferred adjudication for a felony.

**Guarantors:** If allowed, will be accepted for income qualification purposes only and they must reside in the USA. He/she must complete an Application for residency and meet all of the Resident Selection Criteria. A guarantor will be a SIGNER on the Lease Agreement and will also be fully responsible for the Lease Agreement if the occupying resident(s) default

**Applicants without Social Security Numbers or Individual Tax ID Numbers:** Applicants must provide I-94, I-94W (Immigration arrival and departure approval to be in the US) or I-20 (International Student approval to be in the US, *all applicants on an I-20 must be registered students*) The lease end date can not extend past the date the Non-US Citizen is approved to be in the US. All other verifications must be met and applicant must pay an additional two (2) month's "market" rent in advance.

**Notification:** Applicants will be informed of the status of their application by telephone within 5 business days from submitting the application and the required processing fee. If the applicant is rejected, the applicant will be given an adverse action letter with information to contact First Advantage SafeRent to request copies of the information used to determine eligibility for occupancy. Management cannot be held responsible for inaccuracies contained in any information obtained, and is not allowed to provide details to the applicant regarding said information.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Management Representative Signature

Date: \_\_\_\_\_

