



Nationwide Property Management Statement of Rental Policy

1. We are 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, family 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 ready to rent. A vacant apartment will not be deemed available until it has been cleaned, repainted, and prepared for a new resident.
3. **Occupancy Guidelines:** 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 plus one additional person per apartment.
4. **Application Process:** We will evaluate every apartment application in the following manner: You must submit a rental application and answer all the questions on the form. You must pay the \$30.00 non-refundable fee. Based upon your responses to the application questions, we will determine whether you qualify for the apartment for which you are applying. If you do not, we will reject your application. If you do, we will send your application to our screening company, which will check your credit report and rental history. We will also verify your employment and rental references. If you meet our criteria, we will approve your application. This process takes one to two business days. We will rent available apartments to applicants in the order that their applications are approved.
5. **Rental Criteria:** To qualify for housing you must meet the following criteria:
 - a. **Income:** Your monthly income must be at least three times the monthly rent. You must be able to prove at least one year of employment immediately preceding the date of your application. If you are unemployed you must provide proof of a source of income. If you have been a full-time student within the past year you will need to have your lease guaranteed.
 - b. **Rental History:** You must have satisfactory rental references from at least one prior landlord. If you have been evicted or sued for any lease violation we will reject your application.
 - c. **Credit History:** Your credit history must currently be satisfactory. If your credit history in the past year shows bad debts in excess of \$5,000 we will reject your application.
 - d. **Guarantors:** If you do not meet one or more of the above criteria, you may be able to qualify for an apartment if you can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except we will deduct the guarantor's own housing cost before applying their income to our income standard.