QUALIFICATION STANDARDS
For Prospective Residents

Fair Housing
Associated Sales, Inc. and Woodmont Properties comply with the Federal Fair Housing Act. Both Associated Sales, Inc. and Woodmont Properties do not discriminate on the basis of race, color, religion, national origin, sex, familial status or disability, or any other basis protected by applicable state, Federal or local fair housing laws.

Applications
All applicants for residency will be processed through Rent Grow, Inc, a 3rd party screening company that relies on information from a credit reporting agency, state, county, or local towns in determining if applicants meet the screening criteria. Each person that will occupy the apartment who is eighteen (18) years of age or older must complete an application and sign the lease. Applications are to be completed in full. Applications containing untrue, incorrect or misleading information will be declined. Each application is evaluated with a scoring method that weighs the indicators of future rent payment performance. The score is based on statistical analysis of prior renters' indicators, credit scoring, and subsequent payment performance. Based on the score, we may choose to accept or decline an applicant, or seek additional requirements for approving the lease. These additional requirements include an additional deposit or a Guarantor.

NOTE: The following MUST accompany ALL applications:

- **A valid driver's license, age of majority card, passport, or state issued Photo ID card. Expired documents are NOT considered valid.**
- All applicants in the United States on a visa must list the visa number and expiration date on the Application For Residency.
- Applicants without a SSN or ITIN number must provide a valid I-94, I-94W or I-20.
- Emancipated minors presenting court appointed documentation are eligible to qualify as long as they meet the noted criteria.
- One (1) month of most recent original pay stubs or Leave and Earnings Statement or signed offer letter on company letterhead referencing a start date within 30 days of the lease start date. (copies to be maintained in resident file).
- Applicants who meet all other qualifying criteria but do not have sufficient income, may be required to pay an additional deposit or re-qualify with a Guarantor.

Credit History
- Credit reports will be run on each applicant and will be considered in the overall credit worthiness of the application. Unsatisfactory credit history can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments and/or bankruptcies. If an applicant is declined for poor credit history, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the report. An applicant declined for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency.

Rent/Mortgage Payment History
- Any legal proceedings/judgments/evictions/skips may result in a declined application.
- Outstanding rental balances at a Woodmont Properties Community will result in a declined application.

Employment History
- Landlord may require verification of employment. In the case of new employment, applicant must present a signed offer letter on company letterhead stating income. Employment must commence within thirty (30) days of the lease start date.

- Self-employed applicants must provide the most current annual tax return, including all appropriate schedules (submission of 1099's only is not sufficient) or a notarized statement from a Certified Public Accountant or attorney indicating the amount of anticipated annual income.

Income Requirements

- Gross monthly household income must be at least 3 times the monthly rent to qualify. For savings to be considered in lieu of income, applicant may provide three (3) consecutive, most recent savings account statements showing proof of at least three (3) times the annualized rent seasoned.

- Official documentation must be submitted to support the following, and any other, sources of additional income you wish us to consider:

*Investment Account Seasoned	*Dividends	*Child Support Order	*Interest
*Retirement Income/Savings	*Military Housing Allowance	*Trust Fund Income	*Alimony

Guarantors/Increased Security Deposits

- Guarantors may be permitted based on the screening recommendation. Guarantors' gross annual income or savings must be at least 5 times the annualized rent to qualify as a Guarantor. Guarantors must meet all other qualification standards listed.
- Guarantor's primary residence must be in the United States and they must have a valid Social Security Number.
- Increased security deposits may be permitted based on the score.

Roommates

Each resident is jointly and severally (fully) responsible for the entire rental payment as well as all community rules and policies. Management will not refund any part of a security deposit until the apartment is vacated by all leaseholders.

Affordable Housing Program/Below Market Rent Programs

Applicants for the Affordable Housing Program/Below Market Rent Program (if applicable at this community) must be qualified based on the governing authority's income classifications. The income ranges are derived from the maximum low/moderate income. Please reference the Affordable Housing Rent/Income Guidelines to determine eligibility. Affordable Housing Program/Below Market Rent Program guidelines supersede these Qualification Standards as it related to income however, all other qualifications still apply.

Occupancy Guidelines

Occupancy Guidelines are governed by State, City, and local ordinances. In the absence of any more stringent requirements by the aforementioned agencies, the standard occupancy guidelines will be a maximum of two (2) residents per bedroom. Residents under the age of two (2) years will not be considered in the occupancy guidelines. This does, however, require the input of the local jurisdiction. An occupant will be considered a resident and must complete an application, meet all qualify criteria and be listed on the lease agreement if they reside at the premises more than 50% of the time.

NOTE: Lofts, dens and sitting rooms are not considered bedrooms.