

Rental & Occupancy Criteria Guidelines

Country Place Apartments—McDonald A.J. Properties, Inc. & McDonald Assets, Inc.

Applications for residency will be evaluated using the following criteria:

Rental applications will be processed for all prospective applicants 18 years of age and older who will be the responsible leaseholder. (A non-refundable application fee must be paid for each applicant 18 years of age who is to be a lease holder). Adult children over the age of 18 living with their parents will have a background check ran on them. We will not charge an application fee if the children are living with the parent and listed as an OCCUPANT on the lease. If, however, the adult child is a co-lease holder and/or their income is taken into account to meet criteria, they WILL be subject to the Application Fee and subject to the same review and qualification requirements as the parent.

SALARY AND INCOME

- ◆ All residents must show proof of legal and verifiable income.
- ◆ If employed, applicant must provide their two most recent pay stubs, and the employer will be contacted to verify employment.
- ◆ All other sources of income must be verified. These sources and verification could include, but are not limited to, tax returns, bank statements, 1099's, proof of government payments, proof of investment or trust fund income, student loan or grant award documents, Court Orders for child or spousal support, etc.
- ◆ Gross monthly income of combined applicants must be 3 times the scheduled rent of the apartment being leased.
- ◆ Roommate applications must be processed simultaneously.

CREDIT HISTORY

- ◆ Applicant credit history is evaluated by a third-party screening service, Tenant Tracker and/or ClearScreening.
- ◆ Applicant's credit history will be reviewed for late payments, charge-offs, unpaid collections, bankruptcies, judgments and eviction records.

RENTAL HISTORY

- ◆ All rental history will be evaluated
- ◆ Any balance owed to another property will require that the tenant pay at least half of the reported balance AND have a payment plan arranged for the remaining balance
- ◆ No rental history will not automatically disqualify an applicant, nor will we require an additional deposit for those applicants who have no rental history

CRIMINAL HISTORY

- ◆ A criminal background check will be run for each applicant.

SECURITY DEPOSIT REQUIREMENTS

- ◆ A security deposit is required to be paid in full prior to moving in, at the time the application is processed. If applicant is not approved, a check for the full deposit amount (not including application fees) will be mailed within twenty-one (21) days of notification.
- ◆ If after seventy-two (72) hours you or any co-applicants withdraw an application, we will retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.
- ◆ Application fees and security deposits may be paid by cash, money order, cashier's check or credit card. If using a credit card and \$8.00 transaction fee will apply.

MAXIMUM OCCUPANCY BY UNIT

Efficiency	2 Adults or 1 Adult/1 Child under 5
1 Bdrm Small	2 Adults w/1 Child under 5
1 Bdrm Large	2 Adults w/1 Child under 5
1 Bdrm w/Study	3 Adults or 2 Adults w/1 Child
2 Bdrm 1 Ba	4 Adults or 2 Adults/2 Children
2 Bdrm 2 Ba	4 Adults or 2 Adults/3 Children
2 Bdrm 2 Ba w/Utility	4 Adults or 2 Adults/3 Children

CO-SIGNER

Co-signers are accepted when:

The rent to income ratio is not met by the applicant, or Applicant does not have an acceptable credit history.

- ◆ Co-signers must complete an application for residency and be processed through Tenant tracker and/or ClearScreen.
- ◆ Co-signer must have monthly income of 5 times the monthly rent.
- ◆ Co-signer must sign the Guaranty/Co-Signer Agreement
- ◆ Co-signer must reside in the United States.

DECLINED APPLICATIONS (If any of the following apply, the application will be declined):

- ◆ No verifiable income or salary.
- ◆ Income that does not equal the required three (3) times the amount of the monthly rent rate
- ◆ Falsification of application.
- ◆ Applicant has been convicted of a felony against person or property or a felony that indicates the applicant may pose a threat to the apartment community.

EQUAL HOUSING OPPORTUNITY

It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin.