

We're thrilled you're thinking about calling our community your new home! To help you get started with the application process, the following information is a list of guidelines used to qualify applicants for residency in a Burkentine Community.

Qualification standards include, but are not limited to, the following criteria:

Fair Housing Statement: Burkentine Property Management is committed to compliance with all federal, state, and local fair housing laws. This community does not discriminate based on race, color, sex, religion, handicap, familial status, sexual orientation, national origin, or any other class protected by Federal, State, or local municipalities in the markets in which we participate. All persons involved with the leasing and operation of apartment and townhomes are provided with training on Fair Housing laws and Burkentine Property Management policies.

ADA Statement: Burkentine Property Management is committed to compliance with the Americans with Disabilities Act by allowing the modification of existing premises for reasonable accommodations, provided the modification would not affect the use and enjoyment of the premises for future residents and with written approval from management.

Occupancy Standards: The maximum number of residents allowed to dwell in an apartment or townhome is not to exceed two (2) occupants per bedroom. The only exception to occupancy limitations is anyone protected as familial status under Federal Fair Housing Guidelines. In this case, we will allow two (2) people per bedroom, plus one (1) additional person in the apartment or townhome home.

Application for Residency: An Application for Residency must be completed for each occupant eighteen (18) years of age or older who will be living in the apartment or townhome. Application fees, if applicable, will be collected for each application before an application will be processed.

Identification: Each applicant must provide a valid government issued photo identification.

Investigations Standards: Burkentine Property Management (or its designee) may investigate any applicant, including thorough personal interviews with the applicant's current and/or prior landlord(s) and employer(s).

These inquiries may include information regarding the applicant's character. Burkentine Property Management will attach a summary of the applicant's rights under the Fair Credit Reporting Act to the applicant's application.

Income: All applicants must have a combined verifiable source of income in an amount in accordance with current community requirements not less than three (3) times the rental rate. If an applicant has no income, a guarantor must be obtained, or the applicant may be denied. Except for applicants who will receive or who will occupy an apartment or townhome that receives subsidies or voucher assistance, applicants must have a combined gross income source that can be verified and meets the minimum income requirements for the apartment or townhome being leased, which are determined by multiplying the monthly rent by a specified factor of months as determined by the community. Applicants will be required to provide income verification, including but not limited to 2 current pay stubs from within the last 30 days, the most recent W2, the most recent tax return, and/or certified verification from a company accountant or bank from a recent three-month period. In instances where enough income requirements cannot be met, the community may elect to accept rent from a guarantor.

Credit History: Burkentine Property Management may investigate and verify credit history. We evaluate

credit history information through a third-party screening company with a scoring method that weighs the indicators of future rent payment performance, but we retain the right to reject an application no matter an applicant's ultimate scoring. An unsatisfactory credit report can disqualify an applicant from renting an apartment, including one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments, or bankruptcies. If an applicant is rejected for poor credit history, the applicant will be given the name, address, and telephone number of the credit reporting agency that provided the credit report but will not be told the content of the credit report. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application.

Criminal History: Burkentine Property Management conducts background screening on all applicants, occupants, guarantors, and co-signers. Our investigation includes criminal background screening. It is possible an application may be denied due to criminal history. Burkentine Property Management maintains a strict policy prohibiting registered sex offenders from residing within our communities. This community reserves the right to investigate lists of registered sex offenders in any manner including online, in newspapers, or by contacting state agencies.

Rental History: Information regarding payment and rental history of each applicant will be collected to verify tenancy and payment history. Any applicant who has been previously evicted by a court of law will not be accepted.

Employment History: Burkentine Property Management may confirm employment dates, position, and reported salary level.

Pet Policy: This community may or may not allow pets. Breed restrictions include Pit Bulls, Rottweilers, Dobermans, Akitas, German Shepherds and Chows (all municipality laws apply to other breeds). Exotic pets are not permitted. Resident must have a permit to own the pet if required by state or city governments. No aquariums are allowed. All pet fee/deposit/rent (\$) are per pet and are due at time of move-in. Please consult with management to determine if the community allows pet. Burkentine Property Management will make reasonable accommodations for service or assistance animals in accordance with the American with Disabilities Act (ADA), Fair Housing Act (FHA), Rehabilitation Act of 1973 (section 504), and state legislation.

Guarantor(s): If a guarantor(s) is required, he/she must complete an Application for Residency and meet the Resident Qualifying Criteria. A guarantor must have a verifiable source of income no less than four (4) times the rental rate. A guarantor will be fully responsible for the rent obligations of the Lease Agreement if the occupying resident(s) default(s).

**Nothing contained in these requirements shall guarantee or represent that residents and/or occupants currently residing at the community have met or currently meet criteria required by the residency application and/or these guidelines.*

By signing below, I acknowledge the qualification standards and application requirements necessary to be considered for residency at a Burkentine community.

Applicant Name (Print)

Agent Name (Print)

Applicant Signature

Date

Agent Signature

Date