

THE PINES APARTMENTS

RENTAL APPLICATION APPROVAL CRITERIA

Welcome to The Pines Apartment Homes of Topeka, Kansas. We appreciate your interest in our community. Please review our rental application and approval criteria before you apply to rent an apartment. The following information is offered so that all applicants will have available to them a detailed statement of the rental qualifying policies.

We will not discriminate against any person in the rental of an apartment because of race, color, religion, national origin, sex, age, familial status, sexual orientation or mental or physical handicap.

The term "applicant(s) under this criteria refers to the person(s) that will be signing the lease as a resident. The term occupant(s) refers to person(s) that are authorized occupants under the lease. Please note that this is our current rental criteria. Nothing that is contained in this requirement shall constitute a guarantee or representation by us that all residents and current occupants currently living here have met these requirements going into effect. In addition, our ability to verify whether these requirements have been met is limited to the information that we have received from the various credit reporting service used.

Confidentiality:

We maintain a strict policy of confidentiality and privacy for our applicants and residents. We do not discuss the information on an application with anyone other than the applicant(s). In addition, we do not discuss individual credit reports with an applicant(s). If an applicant(s) is rejected for poor credit history, upon request, the applicant(s) will be given the name, address and telephone number of the credit reporting agency that provided the credit report. An applicant(s) 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 to this community.

Application for Residency:

An Application for Residency must be completed and maintained for each adult applicant (anyone 18 years of age or older). Each applicant must complete the rental application fully and accurately. Falsification of information will result in denial of residency.

Application Fee:

Each applicant must pay a non-refundable application fee. Because there are no exceptions, it is important that you review this information carefully before submitting an application, making certain that, to the best of your knowledge you meet the rental application approval criteria stated.

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. All adult occupants will be considered as responsible residents under the Lease Agreement and will be asked to sign the Lease as a resident. Note: A family may occupy an apartment if the family does not exceed two (2) persons per bedroom plus a child who is less than twelve months old and who sleeps in the same bedroom with the child's parent, guardian, legal custodian, or person applying for that status.

Identification:

All visitors must present a valid driver's license or other photo identification in order to view the community. Other acceptable forms of identification are: Valid state issued ID card, valid Military ID card or a valid Passport. In addition, each applicant must provide one of the following forms of identification in order for the verification process to begin: United States government issued Social Security number, ITIN number, student visa, (I-20), current work visa, (I-94) or temporary resident alien card verifying approved entry by the United States government, (I-94W).

Income/Employment:

Applicants must have a gross income source that can be verified and is at least 3 times the monthly rent of the apartment being leased. Acceptable income verification required may include the applicant's last two paycheck stubs, an employment verification on company letterhead signed by a direct supervisor, payroll of human resources department representative.

Self-employed applicants will be required to provide your last 3 months bank statements and previous year tax return. If you are retired, disabled or receive any other benefits you need to have proof of income.

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.

Residence History:

Up to 2 (two) years of rental and/or homeowners history may be verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice, with no damages is expected. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution. For applicant(s) with no rental history, a lease guarantor may be required.

Criminal History:

A criminal background check will be run on all Applicants. An applicant will be automatically denied in the event the applicant(s) has ever been convicted of a felony, or received adjudication for felony offense(s). An applicant will be automatically denied in the event the applicant(s) has been convicted or received adjudication for a misdemeanor drug related or violent crime within the past 7 years. In the event an applicant has been arrested without conviction or dismissal of a felony, drug related crime, violent crime or sexual crime. The applicant will be denied. Violent crime categories to include but not limited to: murder, forcible rape, robbery, aggravated assault, and simple assault. An automatic denial will also occur should an applicant be registered as a sex offender or 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 into the property commits an offense of any criminal activity involving drug-related, violence or threats of violence, including but not limited to the unlawful discharge of firearms, assault and battery, domestic violence, sex crimes, 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.

Lease Guarantors:

Note that this company does not permit co-signers. A Lease Guarantor and/or Additional Security Deposit may be required upon evaluation of rental application(s). Lease guarantors may be accepted only for income qualification purposes, discharged Bankruptcy and/or Foreclosures in lieu of the additional deposit. Guarantor must reside in the USA and qualify based not only on the proposed rent amount for the applicant's apartment, but the combination of the proposed rent plus, their own housing obligation.

Evaluation:

Company evaluates the above information with a scoring method that weighs the indicators of future rent payment performance.

Validity Period:

Approved applications remain in good standing for a period of thirty (30) days from the approval date. If the lease is not signed and/or the applicant fails to occupy an apartment within the viable time period, the application must be re-submitted for verification and approval and a new application fee must be paid.

Acknowledgement:

Signing this acknowledgement indicates that you have had the opportunity to review this rental application approval criteria. The tenant selection criteria may include factors such as criminal history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

Signature of Applicant

Date

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Date