APPLICATION QUALIFICATION PROCEDURES AND GUIDELINES

Meadows East would like to thank you for choosing your new residence in our community. We want you to be assured that we abide by The Fair Housing Act and similar state and local laws which prohibit discrimination on the basis of race, color, religion, national origin, sex, familial status, age, disability, and marital status, source of income or sexual orientation. It is our goal to approve your application within 48 hours. This is dependent upon our ability to obtain and verify the information on your application. Your assistance in providing all necessary documents and fully completed application is critical.

Application Process:
- Select your apartment. The $200.00 holding fee will hold the selected home for up to (30) days.
- Complete and sign the application and authorization (incomplete applications will be returned to the applicant for completion).
- Provide all required documentation.
- Pay a non-refundable application fee of $45.00 for each applicant over 18 yrs of age.
- It is our goal to complete the application process within 48 hours. The process will be   terminated if after (3) business days we are unable to verify employment/rental history or if the applicant(s) have failed to provide all the required documentation and information requested.
- You will be notified when your application has been approved or denied. If it is approved, you will be informed of the security deposit amount that is needed upon move in. If you are denied, the holding fee (if applicable) will be refunded within (30) days.

General Requirements:
- Positive valid identification with a picture will be required.
- Primary applicants must be able to enter into a legal binding contract.
- All occupants over the age of 18 must complete an application.

Income Requirements For Individual Or Combination Of Lease Holders:
- Monthly gross income must be 3 x 's of the monthly rent or a guarantor will be required.
- Applicants with insufficient income or unemployed applicants must provide documentation to show ability to pay rent.
- Self-employed applicants will be required to show proof of income through copies of the previous year's tax return or our ability to satisfactorily confirm self-employment through an attorney or CPA representing the firm.
- Applications that do not meet our income requirements or if the sources cannot be verified will be denied.

Employment Requirements:
- Two current, original pay stubs.
- Employment verification.
- Newly employed applicants will be required to provide a new hire acceptance letter on company letterhead with the hire date and starting salary.
- Self-employed applicants must provide documentation that your business has been in operation for at least one year. (Schedule C from the most recent annual tax return or financial statement from a certified public accountant will be accepted.)
- Independent consultants should provide their most recent tax returns and/or copy of their current contracts.
- Your application will be denied if you are unemployed and/or we are unable to verify income that reasonably affirms your ability to pay rent.

Housing History:
- Applicants must provide addresses where they resided for the past 24 months preceding this application.

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- Applicant must demonstrate acceptable housing reference for the prior 24 month period.
- An unacceptable reference includes one or more of the following; three or more late payments, an outstanding balance owed to landlord, damages to the apartment or community, insufficient notice to vacate, an unfavorable landlord reference on the applicants or on members of the household, and violations of community policies and/or lease violation.
- Any eviction with an outstanding balance or within the prior (2) years with zero balance is unacceptable and the applicant will be denied.
- Home ownership will be verified and the mortgage payments must be current.
- Homeowner's must show proof of sufficient income to pay the mortgage and rent or show proof of contract for sale or rental agreement.

Credit History:
- An acceptable credit report is required and prior history will be reviewed.
- An unacceptable credit report reflects one or more of the following: slow payment accounts, unpaid bill, liens, judgments and/or a prior bankruptcy that has not been discharged two years prior to the date application.

Criminal History:
- Criminal History is reviewed on a case by case basis. Accepted or Denied applications are based on age, type and severity of the crime committed.
- Any applicant who is a Specially Designated National or other Blocked Person designated by the United States government as a person who commits or supports terrorism or is involved in international narcotics trafficking will be denied.

Guarantor:
- In the event that a Guarantor is required, he/she must complete an application for residency and meet all application qualification standards.
- A Guarantor must be a U.S. resident.
- A Guarantor's current rent or mortgage payment must be included in calculating qualifications.
- If a Guarantor is necessary, and the application is approved, it is automatically a Full Month's Rent as security deposit.

Occupancy Standards:
Horst Realty supports Fair Housing and Equal Opportunity for all individuals; at the same time we realize that occupancy policies are necessary for reasons of health and safety. We believe that consistent applications of these standards are central to Fair Housing and we believe that the following occupant density serves as a fair and reasonable occupancy policy.

Number of Sleeping Areas/Bedrooms	Maximum Number of Occupants
1 Bedroom	2
2 Bedroom	4
3 Bedroom	6

_____ _____ _____ _____
Print Name   Date   Print Name   Date

_____   _____
Applicant Signature   Applicant Signature

_____ _____ _____ _____
Print Name   Date   Print Name   Date

_____   _____
Applicant Signature   Applicant Signature

January 19, 2021