

Resident Screening Policy & Rental Criteria for Rental Homes

We appreciate your interest in our homes. CooperZadeh Management utilizes a third-party screening company to evaluate applications for rental. Applications are screened for document authenticity, credit, criminal, employment, income, rental history, and occupancy standards. The information is entered into a scoring model to determine rental eligibility and security deposit levels. Before you apply to rent one of our homes, please take the time to review the screening requirements. All people 18 years of age or older, and not dependents, will be required to complete separate rental applications. Applicants with adult dependents and applying for residency will complete a joint application. The term "applicant(s)" under this policy means the person or persons that will be signing the lease as "residents"; the term "occupant(s)" in this policy means the person or persons that are authorized occupants under the lease.

Please also note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and occupants currently residing in the subdivision have met these requirements. There may be residents and occupants that have resided in the subdivision prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various resident credit reporting services used.

Statement of Non-Discrimination and Fair Housing Policy

It is the policy of CooperZadeh Management to comply with all applicable Federal, State, and Local Fair Housing laws including those which prohibit discrimination against any person based on race, sex, religion, color, familial status, national origin, or disability.

Identification Documents

All visitors and applicants must present a valid government-issued photo identification to view the home and prior to move in. All documentation submitted for review or verification during the rental application process must be unaltered. Any documentation that has been altered will not be accepted for consideration and subject to criminal charges. Expired identification will not be accepted. Required identification documents for touring include State Issued Picture ID / Driver's License (Current), Passport (Current), Matricula Consular (must match application). Required documents for applicants and leaseholders at move in include State Issued Picture ID/Driver's License (Current), Passport (Current), Matricula Consular, Social Security Card or ITIN Letter. If applicant(s) own and operate an auto vehicle a Driver's License is the preferred form of ID for application and move in.

Occupancy Requirements and Guidelines

Applicant Age: All applicants must be 18 years of age or older before applying. Applicants must complete the online application form. All minors under the age of 18 must be listed as "Occupants" on the application. The maximum number of residents permitted to dwell in a home shall not exceed one adult resident per bedroom count in the home (the "Occupancy Rate"). Subject to the limitation

and condition of the Occupancy Rate, any dwelling or home shall not exceed the following maximum number of people permitted to dwell in a home.

The following occupancy standards apply based on 2 people per bedroom, per house

- Two Bedroom - 5 people but not to exceed the Occupancy Rate of 1 adult resident per bedroom.
- Three Bedroom – 7 people but not to exceed the Occupancy Rate of 1 adult resident per bedroom.
- Four Bedroom – 9 people but not to exceed the Occupancy Rate of 1 adult resident per bedroom.

Residents who exceed these occupancy standards during the lease term will be required, upon the end of the lease term, to 1) Transfer to another available home that has more bedrooms; or 2) Move out.

Income

Total Household monthly gross income must meet or exceed the greater of 2.5 times the amount of the monthly rent for the specific rental home desired. All sources of income must be disclosed and will be verified for the 3 most recent consecutive months. Acceptable documentation for verifiable income varies based on the income source. Generally accepted documentation may include 2 to 4 consecutive (recent) paystubs, most recent tax returns, W2, Statement of Social Security Benefits, most recent 6 months of bank statements, etc. Self Employed applicants will be asked to submit a copy of the state issued EIN license, most recent year's tax statement, and 6 most recent months of bank statements for business account. Gross household income will be entered into the credit scoring model for income eligibility.

Some credit results will necessitate further income verification. In such instances, verification with employer will be completed or applicants may be asked to produce additional financial statements/records.

Employment

Applicants must have a minimum of 6 months of current employment. If employment has not yet begun, the applicant must provide a Letter of Intent to Hire or fully executed Offer Letter from the employer on company letterhead. The letter will be verified and must be accompanied by check stubs from a previous employer and most recent 6 months of bank statements showing deposits. All qualifying applicants must be physically employed at the time of move in.

Retired or unemployed applicants must provide twelve months of financial statements and must exhibit no negative references.

Criminal History

A criminal background check will be conducted for each applicant and occupant aged 18 years or older. A landlord is not required to rent to any person whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others.

Any conviction of sex offenders will result in an automatic denial of tenancy. Any felonies within the last 7 years or violent misdemeanors may result in automatic denial of tenancy.

Criminal conduct that indicates a risk to resident safety and/or property, including murder, rape, sexual assault/molestation, assault, battery, arson, terrorism, burglary, and theft will most likely lead to an application denial. Ascertained criminal conduct, whether by arrest, pending legal matter and/or conviction, will be evaluated by consideration of the following factors: 1) allegations and/or facts pertaining to the alleged criminal conduct; 2) the charge assigned to the arrest and/or conviction; 3) your age at the time of the alleged criminal conduct; 4) prior and post criminal record; 5) amount of time elapsed since the alleged criminal conduct; 6) rehabilitation measures taken by you since the time of the alleged criminal conduct; 7) and if you are in, or have completed recovery or treatment since the conviction and/or arrest.

Failure to provide any information is a basis for denial of tenancy.

Please remember that this requirement does not constitute a guarantee or representation that residents or occupants currently residing in our subdivision have not been convicted of or subject to deferred adjudication for a felony, certain misdemeanors or sex offenses requiring registration under applicable law; there may be residents or occupants that have resided in the area prior to this requirement going into effect; additionally, our ability to verify this information is limited to the information made available to us by the resident credit reporting services used.

Credit History

A credit report will be obtained on all applicants to verify credit ratings. A household credit score of 600 or above is required to be considered for standard approval. A household credit score of 550 to 599 may be considered for conditional approval and required to pay a deposit equal to 2 months rent. Unfavorable accounts which will negatively influence this score include, but are not limited to collection account, charge-off, repossession, current and/or recent delinquency, open bankruptcy, or bankruptcy discharged, and/or closed within the past 7 years.

Rental History

Applicants must have a minimum of 12 months of cumulative verifiable rental history or mortgage payment history. Applicants must submit a copy of the current lease with an account payment ledger or mortgage statement with applicants listed. Applicants not having verifiable rental or mortgage history may be denied. A rental history verification will be completed and potentially denied for the following: 1) Outstanding debt to a previous landlord within the last 7 years. 2) Breach of a prior lease. 3) Eviction within the past 7 years or in process of current eviction. 4) 2 late payments in the past 12 months. 5) 1 NSF or returned/reversed payment within the past 12 months.

Guarantors

Guarantors may be accepted for conditional approvals and must have an income of 5x times the monthly rental rate and qualify per the same rental criteria.

Pets

If pets are accepted at the property where application is made, no more than two pets are allowed per household. Acceptable pets are dogs and/or cats only. Aggressive breeds will not be allowed.

See list below for animals not allowed. Animals not listed below, but which display substantially similar physical characteristics or traits to those animals listed below, shall be treated as though they had been listed below. A \$400.00 pet fee is required per animal and due prior to move in. Pet rent will be charged at \$20 per month per animal. Aquariums will be allowed with a 5-gallon maximum on the first floor only with proof of insurance for the entire term of the lease.

RESTRICTED ANIMAL/BREED LIST (included but not limited to)

Breeds of Dogs:

- Pit Bull
- Rottweiler
- Presa Canario
- Cane Corso
- German Shepherd
- Husky
- Doberman
- Chow Chow
- Akita
- Any hybrid or mixed breed of one of the breeds listed above

Exotic Animals:

- Reptiles
- Ferrets
- Skunks
- Raccoons
- Squirrels
- Pigs
- Arachnids
- Piranhas
- Other farm or poisonous animals

Falsification of Application

Giving false information or submitting fraudulent documents is a Class B Misdemeanor, punishable by up to 6 months in county jail and a \$2000 fine. Any falsification in applicant's paperwork or submission of fraudulent documents will result in the automatic denial of application. If the applicant falsifies his/her paperwork, Owner has the right to hold all deposits and fees paid to apply towards liquidated damages. If it is discovered after move in that a fraudulent misrepresentation has been presented, Owner will immediately begin eviction procedures.

Should applicant become a resident in Owner's subdivision, applicant's execution of this application shall authorize the Owner, in the event of the applicant's death to: 1) grant to the person designated as Emergency Contact access to the applicant's home at a reasonable time and in the presence of the Owner or the Owner's agent; 2) allow this person to remove any of the applicant's property or any other contents found in the applicant's unit or any of applicant's property located in the mailbox, storerooms, or common areas; and 3) refund the applicant's security deposit, less lawful deductions, to this person.

AUTHORIZATION: Applicant represents that all the information provided on this application is true and complete and authorizes the verification of same and the performance of a credit check on applicant as appropriate by all available means. Applicant hereby authorizes the Owner or the Owner's Agent to obtain and hereby instructs any consumer reporting agency designated by Owner or Owner's Agent to furnish a consumer report under The Fair Credit Reporting Act to Owner or Owner's Agent to use such consumer report in attempting to collect any amount due and owing under this application, the applicant's lease (to be executed after application approval) or for any other permissible purpose.

SECURITY DEPOSIT AND NON-REFUNDABLE FEES:

Simultaneously with the submission of this application, Applicant will pay:

Combined Non-Refundable Application Fee and Reservation Fee: \$125/Applicant or Guarantor

Applicant will pay the Refundable Deposit within 48 hours of approval: Standard approval is equivalent to one month's rent. Conditional approval is equivalent to two months' rent.

Applicants acknowledge that Owner's acceptance of applicant as a resident at the property is conditional upon 1) Third-party approval of application 2) Payment of security deposit within 48 hours of approval. 3) Receipt of an executed lease agreement within 48 hours of approval.

The Security Deposit will either be: (1) credited to the required security deposit pursuant to a lease agreement executed by applicant; (2) refunded to applicant as provided herein within 30 days of move out; or (3) retained by Owner as liquidated damages as provided herein.

Applicant Move-In Timeline: Applicant, upon submittal of security deposit, must move-in within thirty (20) days of the first application submittal unless otherwise approved by CooperZadeh Management.

Cancellation Policy

If Applicant cancels the move in 72 hours after the lease agreement has been fully executed the security deposit will be retained and applied towards the incurred vacancy loss, administrative costs, and re-marketing the home for rent.

Application will not be considered until it has been fully executed, submitted, and all applicable fees have been paid. I have read and understand the entire resident screening policy of this subdivision.