

BH MANAGEMENT SERVICES, INC. * STATEMENT OF LEASING POLICIES

BH Management Services, Inc. does not discriminate against any person based on race, color, religion, sex, national origin, handicap status, familial status, or any other state or locally protected classifications.

To be considered for approval, all adults must fully complete a rental application. Any omissions, errors, or falsifications may result in denial of an application or terminate the right to occupy the apartment. All applicants must be eighteen (18) years of age or older. Spouses and roommates will be scored together on the same application. All applications are subject to approval through an outside Application Processing Agency. All information obtained is kept confidential and a copy of our privacy policy is available to you upon request. Approval, approval with additional deposit and denial are based on a review of the following criteria:

INCOME

Household income must be at least three (3) times the monthly market rent. If income qualifications cannot be met, a qualified guarantor is acceptable (see below).

EMPLOYMENT

Applicant must be employed or provide proof of income. Each applicant must provide written proof of income such as check stubs (two (2) most recent required), offer letter, most recent year's tax record or three most recent bank account statements within seventy-two (72) hours of completing an application. Attending school will be accepted as an alternative to being employed; therefore a student may obtain a qualified Guarantor if the income requirement is not met.

RESIDENT HISTORY

Any applicant with an eviction or an applicant that owes monies to another property(s) or property management company(s) will automatically be declined.

CREDIT HISTORY

Credit History will be verified by Credit Retriever, a third party verification service. A complete credit history from a credit bureau is required. Income plus verified credit history will be entered into a scoring model to determine rental eligibility and security deposit levels. The following deposit requirements and concession stipulations will be applied based on scoring model recommendations:

- Accept:** Standard Deposit
- Low Accept:** Standard Deposit plus additional deposit of \$150.00
- Conditional:** Standard Deposit plus additional deposit of \$250.00
- Refer:** Standard Deposit plus additional deposit of \$250.00

Applicants without credit history must provide proof of employment (minimum of six (6) months). Applicants who are residents of foreign countries and do not have a social security number, must provide proof of foreign citizenship, written verification of employment, and proof of income (two (2) most recent paycheck stubs).

CRIMINAL HISTORY

Criminal history will be checked. Any applicant whose criminal history cannot be verified will be automatically declined. Any applicant with a record of a violent crime(s) will be automatically declined. This includes any applicant with a violent crime(s) felony conviction, deferred adjudication of a felony violent crime(s), or who has been charged with a violent crime(s) felony. This also includes any terrorism related convictions or charges.

Applicants with a record of a non-violent felony or felonies that have occurred within the past ten (10) years will not be accepted. This includes any applicant with a non-violent felony or felonies conviction, deferred adjudication of a non-violent felony or felonies, or who has been charged with a non-violent felony or felonies. Misdemeanors against persons or property, including prostitution and/or drugs, which have occurred within the past five (5) years, will not be accepted. This includes misdemeanor(s) conviction, deferred adjudication of a misdemeanor(s), or an applicant who has been charged with a misdemeanor(s).

Any person convicted for crimes of a sexual nature, designated as a sexual predator/offender, or under consideration by any court for being declared a sexual predator/offender will not be accepted.

Our decisions are based on the information provided by Credit Retriever at the time of application. We are not responsible for inaccurate information obtained.

OCCUPANCY LIMITS

Occupancy limits will not exceed two (2) persons per apartment bedroom. Efficiency and studio apartments are considered one (1) bedroom's for occupancy purposes. Apartments with dens can accommodate one (1) additional person. People over the age of twelve (12) months old will be included in the occupancy number for the apartment.

GUARANTOR REQUIREMENTS

Guarantors may be used for students with insufficient credit or applicants with insufficient income. A Guarantor must have income at least five (5) times the monthly market rent verifiable through tax returns, check stubs, etc.; score in the "Accept" category for credit history, minimum employment of one year, and must furnish all necessary information on leasing or mortgage history. If approved, the standard deposit will be accepted.

ANIMAL REQUIREMENTS

Animals must be at least six (6) months of age and must have proof of current vaccinations, proof of weight when full grown, and breed documentation. A maximum of two (2) pets are allowed per apartment and each applicant must provide a photograph of each pet. The following breeds and animal types are prohibited and will not be accepted: Dog breeds – Pit Bull Terriers, Chows, Doberman Pinschers, Rottweilers, Huskies, and any other breed generally considered aggressive or deemed aggressive by state or local officials; Other Prohibited Animals – Rodents and ferrets.

By signing below you state that you have read, understand, and agree to the above listed criteria.

Applicant Signature

Date

Owner's Representative

Date

Applicant Signature

Date