



LEASING POLICY & PROCEDURES

Murry Management Company would like to thank you for considering making your new home in one of our communities. We want you to be assured that we abide by The Fair Housing Act and similar state and local laws that prohibit discrimination based on race, color, religion, national origin, sex, familial status, age, disability, marital status, and source of income or sexual orientation. It is our goal to approve your application within 48 hours of you returning all the required documentation. This is also dependent upon our ability to obtain and verify the information provided on your application. Your assistance in providing all necessary documents and a fully completed application is critical.

Application Process

1. Please review our leasing policies and procedures and visit our communities.
2. Complete, sign and return the application and authorizations. Incomplete applications will be returned to the applicant(s) for completion.
3. Provide all required documentation within **three business days** of completing the application. Failure to provide the required documentation within this period may result in the apartment or townhome being put back on the market. Please keep us informed if you are having trouble gathering any of the required information.
4. Pay a **non-refundable** application fee of **\$50.00** for each applicant over 18 years of age.

General Requirements

1. Valid government-issued photo identification for each occupant over 18 years of age.
2. Primary applicants must be able to enter a legally binding contract.
3. All occupants 18 years of age or older must complete an application.

Employment Requirements

1. **Two recent paystubs** must be submitted to support income claims.
2. **Employment Verification Form** - must be completed by a representative of your employer(s) for the prior **24-month period**.
3. Newly employed applicants will be required to provide a new hire acceptance letter on company letterhead with the hire date and starting salary and must be signed by both parties.
4. Self-employed applicants must provide documentation that their business has been in operation for at least one year (Form Schedule C will be accepted from your most recent annual tax return or financial statement from a CPA).
5. Independent consultants should provide their most recent tax returns and/or copy of their current contracts.
6. Your application will be denied if you are unemployed, work for a temporary agency, and/or if we are unable to verify income or financial resources that affirm your ability to pay rent.

In-Home Business

Applicant shall not conduct any kind of business in the Leased Premises or the Community, except that business conducted in a home office solely by computer, mail, telephone, email, or fax is permissible. Customers, clients, patients, or other people may not come to Leased Premises or the Community for business purposes.

Housing History

1. **Landlord Verification Form** - must provide an acceptable housing reference for the prior **24-month period**.
2. An unacceptable reference includes one or more of the following: three or more late payments, any outstanding balance owed to the Landlord, damages to an apartment or community, insufficient notice to vacate, an unfavorable Landlord reference or violation of community policies and/or Lease violations.
3. Any eviction within the prior two years with or without an outstanding balance is unacceptable and the applicant will be denied.
4. Home ownership will be verified, and the mortgage payments must be current.
5. Homeowners must show proof of sufficient income to pay the mortgage and rental payment or show proof of contract for sale or rental agreement.

Credit/Criminal History

1. Any applicant who has been convicted or pled “no contest” to a sexual offence or is listed on the Registry of Sexual Offenders, will be denied.
2. 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.
3. Felony convictions may be the reason for the denial of tenancy. The Landlord will consider if criminal conviction poses a danger to safety and property, length of time since conviction, circumstances surrounding criminal conduct and tenant history since conviction. Applicants convicted of criminal offenses involving, but not limited to, homicide, rape, robbery, assault, drug trafficking and/or distribution of any illegal substance, will be considered a danger to safety and property. This requirement does not constitute a guarantee or representation that residents or occupants residing within our communities have not been convicted of a felony.
4. Credit Report - credit will be judged on a scoring system by AppFolio Resident Screening. The scoring scale is subject to change at any time. In the event the credit is not acceptable for full approval, the application may be conditionally approved with an additional security deposit, rent and/or documentation.
5. Credit reports that come back frozen will be subject to additional application fees.
6. All comparable criminal histories will be treated without consideration of race, national origin or other protected classes.

Income Requirements

1. Monthly gross income must be 3.25 times the monthly rent.
2. Applicants with insufficient income or unemployed applicants must provide documentation verifying their ability to pay rent.
3. Self-employed or retired applicants will be required to show proof of income through copies of the previous year's tax return and bank statements, or satisfactorily confirm self-employment through an attorney or CPA.

Applications that do not meet our income requirements or with unverifiable sources will be denied.

Occupancy Standards

Murry Management Company 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 when possible reasonable and 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. **In no case shall there be more than two unrelated occupants in any unit.** Anyone that will be staying in the home more than 14 nights out of the year is considered a resident.

<u>Number of Bedrooms</u>	<u>Maximum Number of Occupants</u>
1 Bedroom	2
2 Bedrooms	4
3 Bedrooms	6

Holding Fee

A \$100.00 holding fee will be required to hold your chosen apartment or townhome. If the application is approved, it will be applied towards the first month's rent. Once the application is approved, the holding fee will not be refunded if the applicant(s) cancels. If the applicant(s) knowingly provides **false information** on an application, the application will be denied, and the holding fee shall be forfeited to the Landlord as liquid damages for holding the residence. Note, apartments will only be held for a maximum of 30 days from the date it becomes available, or when the application is submitted.

Move-In Date

Move-ins will only be done by our Residential Leasing Consultant Monday through Friday, 8:00am to 4:00pm. You may physically move any day between 8:00am to 10:00pm.

Tenants' Responsibilities

Renters Insurance - All tenants 18 years of age or older are required to carry renter's insurance coverage during the term of their Lease. Before moving into the Leased premises, each tenant must provide the Landlord with a "Declaration Page" issued by the insurance carrier. The Declaration Page must show Murry Management Company and the Owner(s) as additional interest, the address of the Leased premises and the effective dates as the date of moving in. Tenants shall not be permitted to move into the Leased premises until the Landlord is presented with the required proof of coverage.

Area Rugs - 75% of hardwood/laminate flooring in each room must be covered with area rugs. Failure to comply will be considered a Lease violation.

Grill Policy

1. Villas of Sutherland, Sutherland Village and Fremont Court - no grills of any kind are permitted.
2. All other communities - charcoal grills, chimineas, fire pits and woodchip burning smokers are prohibited. Gas grills are permitted only on ground-level patios and decks. The tenant shall be responsible for the proper use of gas grill performance and any damage caused by the same. Propane tanks must always remain with the grills and stored outside on the patio or deck. When in use, all grills shall be a minimum of three feet from railings or buildings.
3. Grills may not be used inside any garage unit.

Pet Policy

1. **No pet is permitted in any community without prior written permission from the Landlord with a Lease Agreement or Pet Addendum.**
2. Two pets are allowed at our pet-friendly communities - Crossgates Townhomes, Chateau D' Eden, Williamson Square, Wheatland Arms, Villas at Sutherland, Sutherland Village, Grandview Townhomes, Pennwick Townhomes, Glenn Wyn Manor, Wyncote and Woods Edge. Pets are not permitted at Fremont Court.
3. All pets must weigh less than 60 lbs. See breed restrictions below.
4. There is a one-time, non-refundable pet fee of \$300.00 for one pet or \$450.00 for two pets. Pet rent is \$30.00 each month, per pet.
5. **Before any dog is permitted on any property, there must be a pet interview at the Leasing Office.**
6. Guide/Support Animals are permitted with proper documentation and prior written notice to the Landlord.
7. Proof of current dog license and rabies certificate is required for all dogs 3-months or older.
8. We do not allow visiting pets in any community.

PET RESTRICTIONS – the maximum adult weight for dogs is 60 lbs. The following breeds are **not** permitted: German Shepherds, Huskies, Akitas, Rottweilers, Doberman Pinschers, Mastiffs, Alaskan Malamutes, Cane Corso, Chow Chows, Great Danes, Norwegian Elkhounds, Beagles, Wolf Hybrids, Bernese Mountain, Presa Canario, St. Bernard, or any dog that has the above breeds in their lineage. The Owner(s) reserves the right to deny any pet.

9. Rabbits, Poultry, Farm Animals, Skunks, Ferrets, Snakes, Iguanas, Lizards, Turtles, (or other Reptiles), Monkeys or other primates or any Wild Animals are not permitted inside or outside of the Leased Premises.

LEASING POLICY & PROCEDURES

Applicant Signature: _____ Date: _____

Printed Name: _____

Applicant Signature: _____ Date: _____

Printed Name: _____

Applicant Signature: _____ Date: _____

Printed Name: _____

Applicant Signature: _____ Date: _____

Printed Name: _____

Please complete and return

