



## Rental Policies for CrossPointe Management Group LLC

Effective 12/2/2022

### General Information

**Basic Rental Terms:** Applicants must meet basic rental terms which includes rent, security deposit, tenancy start date and the maximum number of occupants for property. Lease will be sent as soon as prospects are approved. **Security deposit and lease signing is due within 24 hours of approval in certified funds or online payment only. If not received on time, the home will be offered to the next prospect in line.** Properties will continue to be showable and listed on the market until a lease is signed.

**Fair Housing Laws:** We fully comply with the federal fair housing laws and will not discriminate on the basis of race, color, religion, national origin, familial status, disability or sex. We will also follow any state and local laws that forbid additional types of discrimination.

**Application Fees:** All applications must be accompanied by a \$60.00 application fee per adult applicant. This fee must be paid online or certified funds. These fees are non-refundable once application processing has begun.

**Showing Instructions:** If the unit is occupied, we are required to give a 24-hour notice to the current tenants prior to showing. We do not show occupied units outside of our office hours. We limit occupied unit showings to no more than once per day which typically results in group showings. In this case, each group will be walked through the home individually. To schedule an occupied unit showing, prospects must visit our website and complete the Prequalification for showing questionnaire. Once completed a leasing agent will reach out to the prospect to schedule the appointment. For vacant unit showings that are available now, self-touring is available through Rently.com.

### Pets

**General Pet Information:** Almost all of our available properties are pet-friendly. A maximum number of 2 pets are allowed per property. No puppies under 12 months old are allowed and any approved cats must be declawed or show proof of alternative claw caps. In order to approve any animal (including service animals), the applicant must provide up-to-date vet records that state: age, weight, breed, color, and rabies vaccination status of each pet. If an approved pet causes serious disruption or damages the property, your tenancy or pet's tenancy may be terminated.

**Pet Deposit:** A pet deposit of \$250 per pet is required for all properties. This amount is added to your security deposit and is fully refundable upon move out less deductions for damage and tenant responsibilities.

**Pet Rent:** Due to increased wear and tear on a home, the advertised rent price is increased per pet for residents wishing to have a pet. For dogs under 30 pounds and cats, the rent will be increased \$25 per pet. For dogs over 30 pounds, the rent will be increased \$50 per pet.

**Pet Violations:** We attempt to be fair and transparent with our pet requirements and fees, and request our residents do the same. Any unauthorized pets discovered will come with a \$250 pet violation fee and \$50 per day fine until the unauthorized pet is removed.

**Breed Restrictions:** The following breeds are not permitted - American Staffordshire, Pitbull, Husky, Rottweiler, Doberman, Akita, Pincher, Dalmatian, Chow, Wolf Hybrid, Bull Mastiff and other aggressive breeds or mixtures of any of the aforementioned breeds.

### Service/Therapy Animals

**Service/Therapy Animals:** Requests for reasonable accommodations of our pet policy will be handled on a case-by-case basis. For disabilities that are not visually apparent, documentation will be required such as a doctor's prescription. The prescription should come from a medical professional that has a consistent relationship with the patient. Websites that sell prescriptions and

documentation after completing a short interview and questionnaire is not sufficient documentation and will be rejected. The providers of these documents are known and are deemed as fraudulent information by our office.

### **Qualifications for Approval**

1. **Applicant's Identification:** All applicants must provide a current photo ID such as a driver's license, passport, military or state identification card. All applicants must provide their Social Security number or Individual/Taxpayer's ID number (ITIN) to facilitate a credit check. We handle this information with care and destroy it when it is no longer needed. \*Foreign Nationals must contact the office for further information on screening and approval without a Social Security Number. A valid Work or Student Visa is required.
2. **Credit Check and References:** We will process credit reports on all applicants. Applicants who are first-time tenants, or who are self-employed, may supply alternate types of references and verifications. We reserve the right to conduct the screening ourselves or hire an independent tenant-screening firm. If you have placed a freeze on your credit file it is your responsibility to lift the freeze to enable us to secure your credit report.
3. **Financial Responsibility:** We will verify current employment on all applicants. All applicants must show a history of financial responsibility. The primary means of evaluating financial history is the credit report. Applicants must have a verifiable credit score of **580 or above** from a credit reporting agency. An applicant with a past bankruptcy will not be approved unless a minimum of 12 months has passed since the bankruptcy was discharged by the court. A history of delinquent payments, unpaid debts and/or charge-offs may result in the application being rejected.
4. **Minimum Income:** The combined gross monthly income from all applicants must be greater than **three times the monthly rent**. All applicants must provide 3-most recent pay stubs, new employment offer letter, or an award letter for SSI, Disability, Trust Disbursements, or Royalty Disbursements. Self-employed applicants must provide the previous year's federal tax return and an up-to-date profit and loss statement. We do not accept bank statements as proof of income but may request them as back up documentation to verify pay stubs or profit and loss statements. Applicants that do not meet the income requirement must provide an acceptable cosigner or show proof of liquid assets exceeding 12 times the monthly income short fall.
5. **Rental History:** We will verify current and previous rental history. Rental history must show that the tenants have paid on time, do not owe any outstanding balance to another management company or collection agency, been considerate of rental property and neighbors, and that the tenant left the property in good condition on move out. We require satisfactory references from two prior landlords or equivalent information from first-time tenants such as recommendations from teachers, transcripts or letters from neighbors. No applicant will be approved with a recorded eviction during the previous five years.
6. **Criminal History:** All applicants should list any and all criminal convictions on the application. We strive to rent to applicants who demonstrate a history of honest, non-violent behavior and will not, to the best of our abilities rent to anyone whom we reasonably conclude poses a current, direct threat to persons or property. We will complete a criminal background check on all applicants and any criminal history will be evaluated to determine the severity and length of time since conviction. Generally, applicants must be without a violent felony conviction within the last seven years; however, individual assessments will be made. Registered sex offenders will not be considered.
7. **Complete and Truthful Applications:** We require a separate application from every adult who will live in the rental. We will reject applications that contain information that cannot be verified or incomplete applications (if a particular item on application does not pertain, please enter "n/a" so we know item was not skipped). Any applications with false information will be rejected and we will terminate the tenancy of anyone who has made a materially false statement on an application that is discovered at a date after which the applicant has been accepted.

### **Conditional Approvals**

**Conditional Approval:** For applications that do not meet the credit or rental history requirements of the *Qualifications for Approval*, a conditional approval may be available with an increase in security deposit, on a case-by-case basis. Conditional approvals are at the sole discretion of management depending on severity of the deviation from the qualifications.

**Cosigners or Guarantors:** If the gross monthly income of the applicant(s) is not three times the monthly rent we may require a guarantor. The guarantor must complete a separate rental application and authorize us to use the same screening tools as the applicant(s). The guarantor's own housing costs will be deducted from income before considering income sufficiency. Cosigners

must provide proof of five times the monthly rent and a credit score of at least 680 in order to be considered. Cosigners are only accepted in lieu of income- Tenants must still meet credit score requirements.

### **Miscellaneous Policies**

**First Month's Rent:** Lease term must start within 4 days of application approval or availability date. We do not allow up front month to month leasing. Our contracts are with a nine-month minimum, with all of our leases ending during March, April, May, June and July. Any lease dates outside of those months will come along with a \$200 increase for any short term, month to month leases. If the lease term is set to start from the 1<sup>st</sup> of the month to the 15<sup>th</sup> of the month, the rent will be prorated and due on the first day of the lease. **If lease is set to start after the 16<sup>th</sup> of the month the prorated rent for that month plus the next full months' rent will be due at the beginning date of lease.** Keys will not be released at move in day until file is complete and all payments have been made.

**Additional Occupants:** Only those who have submitted a rental application, along with any listed minor dependents, may live in the rental. Any proposed additional residents, other than minor dependents, must complete an application and be approved prior to occupying the property. We will process background, criminal, and credit reports on all adults over 18.

**Occupancy Policy:** In order to prevent overcrowding of any property, maximum family occupancy is limited to two persons per bedroom plus one person. Unrelated occupancy is limited to no more than 1 person per bedroom (unless applying for a 1-bedroom unit- in which case 2 occupants are allowed). Parking spaces vary per property- Parking restrictions may apply.

**Smoking:** All of our properties are smoke free in all areas. All tenants, occupants and their guests must refrain from smoking on the property at all times. Failure to abide by this policy may result in termination of tenancy and will result in forfeiture of the entire security deposit.

**Tenant-Screening Firm:** We may contract with a tenant-screening firm which may report your credit history, criminal history and any past eviction records. We require your written consent for this background check. We will provide you with any reports we receive at your request.

**Our Selection Process:** All applications will be considered in a timely manner. Applicant screening may take anywhere from a few hours to a few days. We will offer the rental to the most qualified applicant. If applicants are equally qualified, we will offer the rental to the first application received. We will send written or email notification to all applicants who are rejected.

**Lease Administrative Fee:** All approved leases will be charged a one-time Administrative Fee of \$150. This fee will be added to the initial charges due prior to key pick up. This is a requirement of all new leases and will not be waived.

**Preventative Maintenance Programs:** Resident is responsible for replacing all A/C and heating system filters at the property on a monthly basis. For most properties, the residents will be enrolled in a preventative maintenance program that mails high quality filters directly to the property approximately every 30 days. The resident shall properly install the filter that is provided within two (2) days of receipt. This program is not optional and will come along with a \$20 monthly preventative maintenance fee to cover cost of filters and shipping.

By electronically signing this acknowledgement, you are indicating that you have reviewed the above stated Rental Policies of Crosspointe Management Group, LLC. If you do not meet the selection criteria or if you provide inaccurate or incomplete information, your application may be declined and your application fee will be forfeited.