

FF PROPERTIES L.P.

GENERAL RENTAL AND OCCUPANCY CRITERIA GUIDELINES

Rental applications must be processed simultaneously on all prospective residents 18 years of age and older. A non-refundable application fee must be paid for each applicant 18 years of age and older. All applications for residency will be evaluated using the following criteria:

I. IDENTIFICATION

A valid government issued photo ID is required for all applicants.

II. OCCUPANCY

- Maximum number of persons per apartment: 2 persons per bedroom plus 1.
Example: 1 bedroom limit is 3 people, 2 bedroom limit is 5 people, 3 bedroom limit is 7 people.
In the event of an adoption, birth, custody change, or other addition of a minor to the household occurs causing the occupants to exceed the maximum number permitted per bedroom, residents will have until the expiration of the lease term to transfer to the appropriate apartment to comply with occupancy limits.
- Student Housing – 1 person per bedroom.

III. HOLDING DEPOSIT REQUIREMENTS

- A Holding Deposit of \$100.00 is required to be paid at the time the Offer to Rent is made.
- Should the household choose to cancel or withdraw the application, the Leasing Office must be notified within three days. After which time, the Holding Deposit of \$100.00 will not be refunded and the apartment may be offered to any interested party.
- The Holding Deposit will be refunded if the result of the application is "Pass with Conditions" or applicant cancels or withdraws within three days of notification of application results.
- Refunds shall be made in accordance with the requirements of the law.
- Upon execution of a lease, the Holding Deposit will be applied towards the applicant's security deposit or move in costs.

IV. CONDITIONAL APPLICATIONS

- When a RealPage Inc. application recommendation is returned as "Pass with Conditions", the household will be required to pay an additional \$500 security deposit to the current standard deposit or provide a co-signer.
- Applicants with an outstanding NSF check will result in a "Pass with Conditions" and required to make all current and future payments by cashier's check or money order.

V. DECLINED APPLICATIONS (If any of the following apply, the application will be declined);

- Unable to provide a valid government issued photo ID.
- Falsification of the Application.
- Anyone with an outstanding unpaid rental collection.
- If the bank returns the application fee or holding deposit check.
- Anyone having an eviction judgment will be declined.
- A Non-U.S. citizen who does not provide the required USCIS documents.
- Criminal Record – All Federal, Felony & Sex Offender Crimes will result in a declined application. Misdemeanors & Unclassified Crimes are reviewed (7) years back. Property Related, Violence Related, Fraud Related, Family Relations, Weapons Related, Organized Crime Related, Drug Related, Sex Related, and Crimes that are unable to Classify will result in a declined application.

VI. CO-SIGNER

- Co-signer must show verification to substantiate income equal to or greater than three times the market rent.
- Co-signers must complete an application and be processed through RealPage Inc. as a co-signer.
- Co-signers must sign the Guarantor Agreement but will not be a leaseholder and will not have access to the apartment.
- Co-signers must sign the required paperwork in person using a valid government issued photo ID or furnish a notarized original prior to move-in.
- Co-signers will only be accepted for applicants with a recommendation of "Pass with Conditions."
- Co-signers may not be used in the event of a failed application based on a criminal search recommendation.
- Applications returned with a "Fail" will not be eligible to have a co-signer.

VII. APPLICANTS WITHOUT A SOCIAL SECURITY NUMBER

- Must complete the Additional Supplemental Rental Application for Non-US Citizens.
- Required to submit USCIS documents as verification. Acceptable forms include I-1551, I-1688, I-1688A, I-766 and I-94. The document must be valid.
- If the I-94 is being submitted, a valid passport and visa must also be submitted.

VIII. INSURANCE REQUIREMENTS

Renter's insurance is recommended at all communities with a minimum liability coverage of \$100,000 and is is not required as a condition of residency at this community. Personal property coverage is not required, but recommended.

IX. INCOME

Applicants recommended, "Passed" by RealPage Inc. must provide the following income verification prior to move-in. Verification must substantiate income information provided on the application and must be equal to or greater than 2, 2½, or 3 times the market rent. Verifications may include, but not limited to the following:

- Two recent pay stubs from current employer
- Offer letters from employers with prior year W2 and most recent pay stub
- Two recent bank statements
- Pension fund payments/401k/investment fund accounts
- Court ordered alimony or child support payments
- Proof of government payments (e.g. welfare, disability, social security, etc.)
- Proof of retirement income
- Proof of self-employment income (e.g. prior year's tax return, financial statements, bank statements, etc.)
- Proof of student loan income

X. Individuals applying for an apartment home with a property that has a specific Regulatory Agreement will be required to meet additional guidelines.

XI. SCORING OF YOUR CONSUMER CREDIT REPORT. This community uses an independent credit reporting agency, RealPage Inc. to obtain and evaluate your consumer credit report. Your consumer credit report contains information about you and your credit experiences, including but not limited to such items as your bill-payment history, the number and type of accounts that you have had late payments, collection actions, outstanding debt, and the age of your accounts. Medical, Student Loan Collections, and Foreclosures will be filtered out of the overall score. RealPage Inc. may also obtain, review and evaluate other relevant criteria about you or regarding your character, general reputation, personal characteristics, or mode of living, including but not limited to information regarding any unlawful detainer actions taken previously against you. Based on its evaluation of your consumer credit report and any other relevant criteria, RealPage Inc. sends a recommendation regarding your application. Based upon the RealPage Inc. recommendation, your application will either "pass"; "pass with conditions" that an additional security deposit be paid; or "fail." If your application fails or passes with conditions, you will be given the name, address and telephone number of the consumer reporting agencies that provided your consumer information to us, as well as other information required by law.

Resident Signature/Date

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