

CRITERIA TO BE MET BY ALL APPLICANTS

Core Property Management strongly supports the applicable Federal and State Fair Housing laws in both spirit and actual practice. All policies set forth below are to be strictly adhered to without regard to race, color, religion, sex, national origin, handicap or familial status. All prospects are to be treated in the same manner when marketing an apartment or rental property. Guidelines for acceptance of a lease agreement for all applicants are outlined below:

Note: Anyone 18 years or older who will be living in the apartment must complete an application and qualify according to the guidelines set herein. A minor who turns 18 during occupancy will be required to complete an application at lease renewal, but will not be subject to the qualifying guidelines. However, if the qualifying resident (s) is removed from the lease agreement, the existing occupants will be subject to re-qualification guidelines as outlined below. Our Application Criteria contains three components that must be met. They include a Housing Reference, Employment/Income Verification and a Credit Check. Should one of those components be considered neutral the remaining two components must be met fully and without discrepancy. A Guarantor may be accepted if the applicant has neutral housing, neutral credit and does not meet the income/employment criteria. A Guarantor will not be considered for negative credit issues or poor housing references.

I. HOUSING REFERENCE:

We require a valid and verifiable housing and rental history and rental reference for twelve (12) consecutive months within the past eighteen (18) months prior to the application date. An unacceptable landlord and/or mortgage reference will immediately disqualify an applicant.

Listed below are the Housing guidelines:

- a. Any breach of, or material non-compliance with, a current or previous lease or mortgage contract; i.e. damages, lease violations, court action, evictions, skips, etc., including satisfied judgments and/or balances due will automatically disqualify an applicant.
- b. Three (3) or more late payments to a housing provider within the last twelve (12) months of residency will disqualify an applicant.
- c. A rental reference or housing payment to a relative or friend will not be considered an acceptable reference unless an executed lease and rental receipts are provided.
- d. Housing reference will be considered neutral if secured without a lease or rental agreement.
- e. A mortgage credit rating of 2 or 3 with a zero balance will be considered neutral.
- f. Recent, current or pending foreclosures within the last 24 months may be considered with an additional deposit equal to one-month's rent if applicant has good references in Employment, Income and Credit (other than mortgage). In order for the application to be considered, the monthly rental rate of the apartment must be equal to or less than the amount of the applicant's monthly mortgage. Negative housing (other than foreclosure) will not be considered.

II. EMPLOYMENT/INCOME VERIFICATION

Acceptable employment/income verification must satisfy all the following:

- a. Monthly rent may not exceed 33% (1/3) of the applicant's verifiable monthly gross income.
- b. Income necessary for payment of rent must be verifiable. A recent paycheck stub that reflects year-to-date earnings or annual salary, recent income tax statement, W-2 form (*verifying current salary*), or written formal employment offer on company letterhead will be required to verify employment.
- c. If income is supported by alimony, child support, SSI or any other appointed funds, applicant must provide legal documentation of such income.
- d. In the event that an employee's compensation is primarily a result of tips or commissions, they must present four (4) weeks of paycheck stubs or a W-2 verifying the amount.

II. CREDIT HISTORY

Security Deposit:

If an applicant does not meet the criteria, a conditional (larger) deposit may be required for approval. Applicant must satisfy the current employment/income criteria and may NOT have a negative or unacceptable housing reference (see Criteria, Section I, Housing Reference). The Security Deposit is payable on the execution of the lease and is held by Landlord as security for faithful performance by Tenant of all terms of the lease. All deposits are refundable ONLY at the termination of the lease and according to the Kansas Tenant Landlord Act.

***Credit history is obtained from the applicable credit reporting agency for each applicant. Management reserves the right to automatically accept an application if the applicant's credit history beacon score is 600 or higher, applicant has verifiable employment/income, and meets the Housing Reference listed under section I. All applicants must be legal residents of the United States and have a valid Social Security number or Alien Identification Number.**

An acceptable credit history will include the following:

- a. Accounts with a credit rating of 0, 1, or 2
- b. Credit accounts rated 3 or higher with a "0" balance
- c. Credit lines reported as either **Medical** or **Student Loan** will be considered neutral
- d. A discharged bankruptcy is considered neutral provided that credit established after the discharge date meets the credit guidelines as outlined above. Documentation must be required to verify discharged debts. Acceptable documentation includes discharge paperwork from bankruptcy court or credit report with accounts identified as discharged. An acceptable discharged bankruptcy cannot include a judgment or collection filed by a Landlord, mortgage lender, or housing provider of any kind.
- e. An acceptable credit history may still be obtained if there exists twenty-four (24) months of verifiable perfect housing payments for each credit rating of three or higher without a zero balance.

f. Credit history will be considered neutral if no credit history exists; however, applicant must qualify according to the housing and income criteria as outlined above.

g. If negative credit exists, application may still be accepted with a security deposit of one month's rent as long as applicant has acceptable rental or mortgage history and income that meets the criteria listed above.

h. Recent, current or pending foreclosures within the last 24 months may be considered with an additional deposit equal to one-month's rent if applicant has good references in Employment, Income and Credit (other than mortgage). For the application to be considered, the monthly rental rate of the apartment must be equal to or less than the amount of the applicant's monthly mortgage. Negative housing (other than foreclosure) will not be considered.

III. CRIMINAL HISTORY

Any applicant, including applications submitted by a spouse or by any person (s) over the age of 18 intending to move into an existing household, may be rejected for the following:

1) Management expressly reserves the right to deny any application on the basis that a court of competent jurisdiction has convicted an applicant of distribution (or possession) of a controlled substance as defined under applicable federal or state law.

2) Management expressly reserves the right to deny any application on the basis that an applicant has a prior record of a criminal conviction(s) that involved harm to persons or to property, which would constitute a clear and present threat to health, or safety of other individuals.

CORPORATE LEASE AGREEMENTS

Listed below you will find a list of all required information and qualifying guidelines necessary for a corporate lease:

a. Corporation must supply at least three (3) credit references and be in good standing with all creditors.

b. Corporations may be required to demonstrate ability to pay through a verifiable source such as financial statements. Acceptable financial statements include: Income Tax Return, Profit & Loss Statements, Operating Statements, Bank Statements, or Statement of Assets.

c. Lease agreement must be signed by a corporate officer, or a Letter of Responsibility signed by a corporate officer that authorizes a company representative to sign a lease agreement.

d. Everyone occupying the unit will be listed on the lease as an occupant.

ALTERNATIVES GUARANTOR

A Guarantor may be used to assist an applicant in qualifying if the applicant does not satisfy the employment/income. **A guarantor will not be accepted for negative housing reference and/or negative credit history.**

The guarantor must satisfy the following criteria:

1) The guarantor's credit history beacon score must be 650 or higher.

- 2) The monthly rent for the apartment for which the applicant is applying may not exceed 25% of verifiable gross monthly income.
- 3) Must have verifiable and perfect housing payment history for the past three (3) years with no record of late rental and/or mortgage payments.
- 4) Income from employment must be verifiable for the past three (3) consecutive years. W-2 forms, income tax statements, paycheck stubs, or written verification on company letterhead will be required to verify employment.
- 5) Must have good established credit history on record, including:
 - a. At least three (3) years of credit history on record
 - b. At least three (3) accounts on file with a credit rating of "1", with no accounts rated higher than "1"
 - c. Bankruptcy, collections, judgments, or public records on file will not be accepted

A Guarantor may be removed from the lease if after one year residents meet all of the following criteria:

- 1) Complete one (1) year of occupancy (at lease renewal)
- 2) No legal action has been initiated
- 3) No more than 25% delinquency rate (3 times) within past twelve (12) months
- 4) "0" rental account balance
- 5) Income necessary for payment of rent is verifiable
- 6) Monthly rent does not exceed 33% of the resident's verifiable gross monthly income
- 7) No lease violations

CO-APPLICANT/ROOMMATE CRITERIA

Applicants may combine income to assist in qualifying if they do not meet the income criteria. However, each applicant must individually meet the housing requirements AND the credit requirements on their own merit as outlined in Section I and Section III of this rental criteria. Applicants who combine income in order to satisfy the income criteria will be required to re-qualify in the event that one of the applicants/leaseholders wishes to remove themselves from the application/lease agreement.

GUESTS OF RESIDENTS

Guests of residents may not occupy the leased premises for more than fourteen (14) days of continuous occupancy without prior written consent. Otherwise, those guests shall be deemed to be an unauthorized guest. Said resident shall be in breach of subject lease agreement. In addition, the unauthorized guest shall vacate the leased premises immediately.

NON-US CITIZENS

Applicants who have arrived in or returned to the United States within the past ninety (90) days prior to application date may have the Landlord/Mortgage reference and Credit history waived if such records are unavailable. In such cases, the individual (s) must provide the necessary documentation to verify their legal status and complete the Non-U.S. Citizen

supplemental application. The applicant (s) will be required to successfully satisfy the employment/income criteria or obtain a guarantor whose permanent residence is within the United States. Student applicants must be able to provide sufficient loan information to qualify according to income or obtain a guarantor.

Legal Aliens:

Non-U.S. Citizens who have entered the United States legally are eligible to apply for residence with Core Property Management. To qualify, the individual (s) must provide the necessary documentation to verify their legal status, complete the Non-U.S. Citizen supplemental application, and satisfy the rental criteria as listed above.