

MONTICELLO AT TOWN CENTER RESIDENT SELECTION CRITERIA

Applicants for Monticello at Town Center must meet the following criteria for approval of an application. The management of Monticello at Town Center adheres to all federal, state, and local laws, including fair housing laws which forbid discrimination based on race, color, familial status, elderliness, religion, sex, national origin, disability or any other protected status.

INCOME: The following guidelines are used in determining sufficient income requirements for prospects depending upon the size of the apartment and the number of occupants of the apartment:

- A. Gross income for single persons should be at least three (3) times the amount of the rent for the previous two (2) years.
- B. Gross income for married persons should be at least three (3) times the amount of the rent for the previous two (2) years.
- C. Combined gross income for roommates should be at least four (4) times the amount of the rent for the previous two (2) years.

All income must be verified in writing through applicant's employer. A signed release form from the applicant may be necessary to obtain this information. If you are self-employed, you will need to provide prior year tax returns for the preceding two (2) years.

CREDIT: A credit check through a third party credit reporting service is performed on all applicants. Evidence of a history of unacceptable or delinquent credit, absence of credit, absence of gainful employment or income to meet income requirements may be grounds for disapproval. Judgments or collections that appear on the report may cause for denial of applicant.

Monticello at Town Center participates in the military rental partnership program. According to program stipulations, those participating may be required to pay a deposit equal to one month's rent based on the applicant's credit risk analysis. Unpaid housing debts will result in an automatic denial.

CO-SIGNERS: Co-signers are accepted for insufficient income only. Co-signers must gross five (5) times the amount of the rent and must sign the lease agreement.

CRIMINAL HISTORY:

A criminal check through a criminal record check service may be performed on an applicant with approved credit, for the purpose of determining whether such applicant is likely to pose a threat to the health or safety of other residents and/or site employees, or a threat to the safety of the property. The following list includes certain categories of crimes, and the minimum number of years that must have elapsed since the conviction for that crime:

Crimes Against Persons:

- Assault related offenses 10 years
- Homicide related offenses 10 years
- Kidnapping/abduction related offenses 10 years
- Sex related offenses 10 years
- All other offenses causing a threat to the health or safety of a person 7 years

Crimes Against Property:

- Arson related offenses 10 years
- Robbery, larceny or theft related offenses 7 years
- Burglary/Breaking and entering related offenses 7 years
- Destruction/damage/vandalism of property 5 years
- Extortion/blackmail related offenses 3 years
- Fraud related offenses 3 years
- Bad checks related offenses 1 year
- Counterfeiting/forgery related offenses 1 year
- Embezzlement/bribery related offenses 1 year

Crimes Against Society

- Illegal manufacture or distribution of a controlled substance All years
- Currently required to be registered on the Virginia Sex Offender and Crimes against Minors Registry All years
- Any terrorism related conviction 7 years
- Any crime involving the use of a firearm, weapons or explosive 7 years
- Other Drug or Narcotics related offenses 5 years
- Drunkenness related offenses 3 years
- Prostitution related offenses 3 years

If an applicant has a conviction of one or more of the criminal offenses listed above, Landlord will deny the Rental Application if the applicant failed to disclose such offense or affirmatively misrepresented that applicant had no criminal convictions, when in fact applicant had one or more criminal offenses. Otherwise, Landlord will notify applicant prior to denying the Rental Application and such applicant shall have three (3) business days from receipt of such notice to provide any mitigating information applicant would like Landlord to consider regarding such prior criminal history, to include, for example: the facts or circumstances surrounding the criminal conduct; the age of applicant at the time of the conduct; evidence that applicant has maintained a good resident history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Landlord shall review any such information provided by applicant prior to making a final determination on acceptance or denial of the Rental Application.

DRUG OR ALCOHOL USE AND/OR CONVICTIONS:

Any evidence of current use of an illegal drug will be grounds for denial of an applicant's Rental Application. Any evidence of alcohol abuse that manifests conduct that poses a threat to health or safety of others will be grounds for denial of an applicant's Rental Application.

Any record of a prior conviction for the illegal manufacture or distribution of a controlled substance will be grounds for denial of an applicant's Rental Application.

BANKRUPTCY: If applicants have filed bankruptcy, it must have been discharged for at least one (1) year prior to application date. You must also have established at least one new credit account with a positive rating.

EMPLOYMENT VERIFICATION: Applicant must provide two years of employment history. If current employment history is less than two years, previous employment may be verified. Current and/or past employment will be verified, including salary, position, length of employment and probability of continued employment. (If employment history is not available, applicant must have acceptable credit history and rental references under these Resident Selection Criteria, and current or new employment must be verifiable).

RENTAL HISTORY: Two references will be provided from previous landlords, relative to payment history, length of lease, amount of rent, damages and violation history. If applicant is breaking their lease, it is determined what liability under the current lease they have, which may affect their ability to pay current rent. Any adverse information from a prior landlord is grounds for denial of the application. An applicant may be denied for a history of late payments, previous non-compliances with a rental agreement or rules and regulations, an unsatisfied money judgment or an eviction from a prior landlord, or have a record of inadequate housekeeping from a prior landlord. Having no prior rental history will not by itself be a grounds for disqualification, provided the other provisions of the Resident Selection Criteria are met.

AGE: All persons age 18 and older must complete a Rental Application, and qualify individually as a Resident.

INFORMATION: Each applicant may be asked to provide verifiable information or documentation to support application items. These may include, but are not limited to Leave & Earnings Statements, pay stubs; evidence of taxes paid in past years, personal identification or confirmation of employment signed by an authorized officer of employer on company letterhead. We accept co-signers on applications where certain requirements are met.

OCCUPANCY REQUIREMENTS:

A maximum of two Residents, and/or one or more authorized Occupant(s) listed on the Lease Agreement, are permitted to reside in a bedroom, provided that the total number of persons residing in the bedroom complies with local building code requirements. The current Virginia Building Code requires that each bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each person. For purposes of this policy, the term "Resident" shall mean any person age 18 or over who is required to be listed as a Resident on the Lease Agreement and an "Occupant" shall mean any person under age 18 required to be listed on the Lease Agreement.

CATEGORIES OF DISAPPROVAL:

- Rental Selection Criteria: Failure to meet any of the Rental Selection Criteria specified herein.

- **Violent or disruptive behavior:** A history of violent or disruptive behavior of such a type that would endanger fellow residents, staff or visitors, result in damage to property or disrupt the quiet enjoyment of property for residents.
- **Poor rental reference:** A rental reference that reflects prior misuse of premises or equipment. This includes, but is not limited to littering, creating health or safety hazards, improper disposal of refuse, late rental payments, or behavior that disrupts your neighbor's quiet enjoyment of the premises.
- **Tenancy or credit:** Evidence of a history of poor or delinquent credit, absence of credit history, absence of gainful employment or income to meet income requirements shall be grounds for disapproval. Also violation of any prior lease agreements shall be grounds for disapproval.
- **Misrepresentation:** Supplying false, misleading or inaccurate information, or omitting information, shall be ground for disapproval.
- **Local, State, and Federal Laws:** Failure to meet any eligibility requirements imposed by local, state, federal or any other applicable agencies shall be grounds for disapproval.

Revised: February 2017