

## MANAGEMENT SERVICES RENTAL CRITERIA FOR THE WOODS, WOODLANE, WOODRIDGE, LINDEN LANE, BRANDYWINE WOODSLODGE, TURTLE CREEK AND BURNET ON ELLIOTT

Management Services Corporation 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.

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### I. **Rental Scoring**

Management Services rely upon statistical scoring model to determine the relative financial risk of leasing an apartment to you. We use a third-party screening company, CoreLogic, to screen all applicants. In addition to estimating risk, rental scores are an objective and consistent way of reviewing relevant application information, and help speed the application approval process.

#### **How is my rental score determined?**

Rental scoring systems assign points to certain factors identified as having statistical correlation to future financial lease performance. Your rental score results from a mathematical analysis of information found in your credit report, application, and previous rental history. Such information may include your bill-paying history, the number and type of accounts you have, collection actions, outstanding debt, income, and the number of inquiries in your consumer report. The final number, or rental score, represents an estimated level of risk as compared to the performance of other consumers in a range of scores.

Because your rental score is based upon real data and statistics, it is more reliable than subjective methods of evaluating your information. Rental scoring treats all applicants consistently and impartially. Additionally, your rental score never uses certain characteristics like – race, color, sex, familial status, handicap, national origin, or religion – as factors.

#### **Where can I have my score explained?**

Should your application be denied based upon your rental score, you can learn which factors most negatively influenced your score by contacting the consumer reporting agency listed below. Additionally, you can obtain a [free](#) copy of your consumer report, if you make the request to the consumer reporting agency within 60 days of the denial.

**CoreLogic SafeRent, Inc.**  
ATTN: Consumer Relations Department  
7300 Rockville, MD 20850-5223  
Ph. (888) 333-2413

### II. **Application Fees**

- \$45 per person application fee will be charged. If you're a married couple only one \$45 application fee will be charged.

### III. **Scoring**

**Applicable to the following properties: The Woods, Woodlane, Woodridge, Linden Lane Apartments  
Brandywine Townhomes and Lochallen:**

- An applicant with acceptable rental history and a score of 499 and above is approved without conditions.
- An applicant with acceptable rental history and a score of 450-498 will be approved with conditions. An additional \$1000 deposit will be required.

- Applicants with “conditional” status are not eligible for any discounts or promotions. Anyone with a score below 450 will be denied.
- **Criminal History:**
  - **Woodlane, Woodridge, Linden Lane, The Woods and Brandywine:** A criminal background screening will be automatically processed for all applicants that are applying to these specific properties.
  - **All other properties:** If the applicant marks on his/her application that they have criminal history, then MSC will be prompted to run a criminal background check. An applicant will be denied if they have a negative criminal record.

#### **Turtle Creek:**

- An applicant with a score of 380 & above and 12 months of acceptable rental history will be approved without conditions.
- An applicant with a score of 335-379 will be approved with an additional deposit \$500 deposit.
- Applicants with “conditional” status are not eligible for any discounts or promotions.
- An applicant with a score below 335, or without 12 months of acceptable housing will be denied
- **Criminal History:** If the applicant marks on his/her application that they have criminal history, then MSC will be prompted to run a criminal background check. An applicant will be denied if they have a negative criminal record.

#### **Burnet on Elliott:**

- An applicant with a score of 499 and above is approved without conditions.
- An applicant with a score of 450-498 will be approved with an additional \$500 deposit.
- An applicant who is denied and has a score of 400-449 may acquire a co-signer.
- To be approved, the co-signer must have a score of 550 and above. The additional \$500 deposit will be due.
- If an applicant is “accepted” with conditions, a co-signer will not be accepted in lieu of the above deposits.
- **Criminal History:** If the applicant marks on his/her application that they have criminal history, then MSC will be prompted to run a criminal background check. An applicant will be denied if they have a negative criminal record.

#### **IV. Housing Reference**

**Applicable to the following properties: The Woods, Woodlane, Woodridge, Linden Lane Apartments, Brandywine Townhomes, Burnet On Elliott, Lochallen and Turtle Creek:**

- Any negative housing reference will disqualify applicant. Acceptable rental history is defined as follows:
  - ✓ All payments made within 20 days of due date per year (exception of 2)
  - ✓ No breach of material noncompliance
  - ✓ No judgments including satisfied judgments
  - ✓ No outstanding balance to housing provider

#### **V. Criminal History**

Any applicant over the age of 18 intending to move into one of the listed properties above that lists that he/she has criminal history on his/her rental application will require a MSC employee to perform a criminal background check for said applicant. The application may be rejected based on any of the following reasons:

- 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.
- 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.

## VI. Name Addition/Deletion

**Name Deletion.** Name deletion is the removal of a person from a lease agreement with the permission of all parties concerned. The remaining resident(s) on the lease must re-qualify under our current criteria if we originally combined the income of all applicants.

**Name Addition.** Name addition is the adding of a person to a lease agreement with the permission of all parties concerned. The applicant will follow the criteria outlined. To qualify for the full rental amount, the new applicant's income will be combined with the current resident's income. Applicants who qualify with combined income will be required to re-qualify in the event that one of the leaseholders wishes to remove themselves from the lease agreement. The current resident will be required to complete a new application, unless they have lived with us for less more than 6 months.

### **The Woods, Woodlane, Woodridge, Linden Lane Apartments, Brandywine Townhomes, Burnett On Elliott and Lochallen:**

- Adding on to a lease where the current resident is fully qualified, a score of 400 and above will be approved. The current resident must be in good standing, with a zero balance and no unlawful detainers filed.
- The incoming resident will be denied if a negative housing judgment appears on their screening report.
- Applicants who qualified with combined income will be required to re-qualify under the current criteria in the event that one of the leaseholders wishes to remove themselves from the lease agreement. The current resident will be required to complete a new application, unless they have lived with us for less than 6 months.

### **Turtle Creek**

- Adding on to a lease where the current resident is fully qualified, a score of 335 and above will be approved. The current resident must be in good standing, with a zero balance and no unlawful detainers filed.
- The incoming resident will be denied if a negative housing judgment appears on their screening report
- Applicants who qualified with combined income will be required to re-qualify under the current criteria in the event that one of the leaseholders wishes to remove themselves from the lease agreement. The current resident will be required to complete a new application, unless they have lived with us for less than 6 months.

## VII. Guarantors

### **The Woods, Woodlane, Woodridge, Linden Lane Apartments, Brandywine Townhomes, Burnett On Elliott and Lochallen:**

- Guarantors must make four times the monthly rent to satisfy the income requirement
- An applicant who is denied and has a score of 400-450 may acquire a co-signer. To be approved, the co-signer must have a score of 550 and above. The extra deposit will be required.
- If an applicant is "accepted" with conditions, a co-signer will not be accepted in lieu of the deposits noted in section III.
- The Applicant cannot obtain a guarantor if they have a negative rental reference, which consists of the following:
  - ✓ All payments made within 20 days of due date per year (exception of 2)
  - ✓ No breach of material noncompliance
  - ✓ No judgments including satisfied judgments
  - ✓ No outstanding balance to housing provider

## VIII. Occupancy Policy

Efficiency	Maximum 2 people
One bedroom	Maximum 2 people
One Bedroom w/Den	Maximum 3 people

Two Bedroom	Maximum 4 people
Two Bedroom w/Den	Maximum 4 related/unrelated people
Three Bedroom	Maximum 4 unrelated people or 6 related people
Three Bedroom w/Den	Maximum 4 unrelated people or 6 related people
Four Bedroom	Maximum 4 unrelated people or 8 related people

These occupancy standards are in accordance with the Federal and City of Charlottesville occupancy standards.

**IX. Non-U.S. Citizens**

- Applicants who have arrived in or returned to the United States within 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 Management Services Corporation requires that the applicant successfully satisfy the employment/income criteria or obtain a guarantor whose permanent residence is within United States. Student applicants must be able to provide sufficient loan information to qualify according to income or obtain a guarantor.
- Non-U.S. citizens who have entered the United States legally are eligible to apply for residence with Management Services Corporation. In order to qualify, the individual (s) must provide the necessary documentation to verify their legal status, satisfy the current rental criteria and complete the Non-U.S. citizen supplemental application.
- Non-US Citizens must complete a Non-US Citizen Form in addition to the standard application. As part of the Non-US Citizen form, applicants must provide documentation of the legal right to reside in the United States throughout the lease term by supplying any of the following documents in List 1 or List 2 PLUS any of the documents in List 3.

List 1

- i. Unexpired US passport
- ii. Unexpired foreign passport with I-551 stamp or attached I-94 indicating unexpired employment authorization
- iii. Permanent Resident Card
- iv. Alien Registration Receipt Card (Form I-551)
- v. Unexpired Temporary Resident Card (Form I-688)
- vi. Unemployment Authorization Card (Form I-688A)
- vii. Unexpired Employment Authorization Document Issued by US Citizenship and Immigration Service (Form I-766 or I-688B)

List 2

- i. A Driver's License or ID Card Issued by State or Outlying Possession of US
- ii. ID Card Issued by Federal, State or Local Government Agency
- iii. School ID with Photograph
- iv. Voter Registration Card
- v. US Military Card of Draft Record
- vi. Military Dependent's ID Card
- vii. US Coast Guard Merchant Mariner Card
- viii. Native American Tribal Document
- ix. Canadian Driver's License
- x. Tax ID #

List 3

- i. US Social Security Card (unless it otherwise states that it is not valid for employment)
- ii. Certification of Birth Abroad Issued by Department of State (Form FS-545 or Form DS-1350)

- iii. Original or Certified Copy of Birth Certificate Issued by a State, County, Municipal Authority or Outlying Possession of US (bearing an official seal)
- iv. US Citizen ID Card (I-197)
- v. ID Card for Use of a Resident Citizen in the United States (Form I-179)
- vi. Unexpired Employment Authorization Document Issued by Dept. of Homeland Security

**X. Photo ID**

- A valid government issued photo ID is required at the time of application. A copy will be made and kept on file.
  
- If an applicant submits an application but does not proceed with the application process the ID will be shredded 30 days after submission.



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