

MANAGEMENT SERVICES RENTAL CRITERIA

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.

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, **ResidentCheck** 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.

ResidentCheck, LLC

5005 LBJ Freeway, Suite 225, Dallas TX 75244

Ph. (800) 491-2580

II. Application Fee: A \$45 per person application fee is required for anyone over 18 years of age.

III. Scoring

- A. Any applicant with a score of **0.0 to 45.0** is approved.
- B. Any applicant with a score of **45.1 to 60.0** will be approved with an additional deposit listed in section **III-B.**
 - **A guarantor will not be accepted in lieu of paying additional deposits.**
- C. Any applicant with a score of **60.1 to 79.0** may be accepted with an approved Guarantor

D. Qualifying with an extra deposit:		
	1 Bedroom	\$200
	Efficiency	\$200
	2 Bedroom	\$200
	3 Bedroom	\$300
	4 Bedroom	\$400

An applicant who is denied and has a score of **60.1 to 79.0** may acquire a guarantor. To be approved, the guarantor must meet the criteria listed in section **V**.

IV. Undergraduate/Graduate/Professional

- A. A single full time undergraduate/graduate student living alone in a 1BR or efficiency:
 - Will follow the scoring criteria in section **III**.
 - **Must meet the income requirement, which requires that applicant makes two times the monthly rent**
 - Provide acceptable proof of full-time student enrollment.
 - Will not have a negative mortgage/landlord reference. A negative mortgage/landlord consists of any breach of material compliance of a lease or any balance owed.
 - Applicant may acquire a guarantor if they do not have the required income and/or scoring is in the **60.1 to 79.0** range.

- B. Two or more full-time undergraduate/graduate students may be exempt from the above criteria with acceptable proof of full-time student enrollment and must follow guidelines listed below:

- C. Occupancy
 - Students, undergraduates or graduates, must follow the guidelines below in addition to meeting the above criteria.
 - 4BR Apartment: Must have at least 3 students to qualify **or** 2 students and obtain a guarantor. The guarantor must meet the criteria in section **V**.
 - 3BR Apartment: Must have at least 2 students to qualify. One student on his/her own must obtain a guarantor or qualify according to the criteria outlined above. The guarantor must meet the criteria in section **VI**.
 - 2BR Apartment: Must have 2 students to qualify. A single full-time student will follow the criteria in section **IV-A**.

- D. **UNDERGRADUATE STUDENTS are not permitted at Ash Tree Townhomes, Nob Hill Apartments, Burnet on Elliott, The 12 Twelve, 525 Ridge Street, Turtle Creek, or 101 West Park Drive**

- V. **Adding/Removing a Roommate:** The applicant will be qualified under the following criteria
 - Adding on to a lease where the current resident is fully qualified, a score of **0 to 85.0** will be approved (*a score of 85.1+ will be denied*). The current resident must be in good standing, with a zero balance and no unlawful detainers filed.
 - The application for the incoming resident will be denied if negative housing 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.

VI. Guarantor

Any guarantor applicant with a score of **0.0 to 45.0** is approved with the follow conditions:

- A guarantor will not be accepted if the applicant has insufficient income; ***the guarantor must make four times the monthly rent.***
- A guarantor will not be accepted if the applicant has a negative mortgage/landlord reference. A negative mortgage/landlord consists of any breach of material compliance of a lease or any balance owed.
- A guarantor must have permanent residence in the United States
- ***A guarantor will not be accepted in lieu of paying additional deposits.***

VII. 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 people (unrelated) Related 4
Three Bedroom	Maximum 4 people (unrelated) Related 6
Three Bedroom w/Den	Maximum 4 people (unrelated) Related 6
Four Bedroom	Maximum 4 people (unrelated) Related 8

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

VIII. 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:

- Management expressly reserves the right to deny any application on the basis that a court of competent jurisdiction has convicted an applicant of manufacture or distribution 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 involve harm to persons or to property, which would constitute a clear and present threat to health, or safety of other individuals.

IX. Non-Us 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.

A Non-U.S. citizen 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.

A Non-US Citizen 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

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

