



CASA FAMILIAR PROPERTY MANAGEMENT

Rental Application Criteria

Thank you for choosing Casa Familiar as your potential new home. We are delighted that you are interested in our community and the following resident selection criteria is being provided to identify the evaluation process through which your application will be processed.

Rental Application

All persons eighteen (18) years of age or older, and those deemed to be an adult under applicable law with respect to the execution of contracts, will be required to complete their own separate application. Only applications that are fully completed and signed will be processed for consideration. An applicant's intentional misrepresentation or intentional omission of any information on the application will be sufficient reason for rejection of the application.

Application Fees/Holding Deposits

Application fees are \$50 for every application processed. Application fees are non-refundable and cover the cost of obtaining information about you, including but not limited to the cost of using a tenant screening service or a consumer credit reporting service and the reasonable time spent to validate, review, or otherwise process your application.

Reusable tenant screening reports are not accepted.

The apartment holding deposit is \$500. Holding deposits are paid at the time the rental application is approved, and the apartment reservation is made. All Deposits are deposited once they become non-refundable. The holding deposit is not refundable when: 1) The applicant has been approved for move in, and Seventy-two (72) hours have expired since the initial deposit on the apartment home was made.

Acceptable forms of payment for the holding deposit and application fee: **Cash is never accepted**

- 1) CASHIER'S CHECK
- 2) MONEY ORDER

Unit Size/Occupancy Standards

Units will be occupied in accordance with the following standards:

BEDROOM SIZE	MINIMUM PERSONS	MAXIMUM PERSONS
1 Bedroom	1	3
2 Bedroom	2	5
3 Bedroom	3	7

If the household exceeds the maximum occupancy during tenancy, the household may be allowed to remain in the unit until the lease expires, or for a reasonable period after, before being transferred to a larger unit or move from the property.

This is not applicable to the addition of adult occupants. Adding unauthorized occupants, without first obtaining management approval, is considered a violation of the lease.

Income Limits

Extremely Low Income	30%
Very Low Income	40%
Very Low Income of Median	50%
Low Income Median	60%
Low Income Moderate	

Rental Scores

The approval of credit is based on rental scores. Rental scores are relied upon to estimate the relative financial risk of leasing an apartment to you. Scores are calculated using a weighted average of factors, and your rental score results from a mathematical analysis of information found in your credit report and application. Such information may include your bill-paying history, the number and type of accounts you have, open bankruptcies, unpaid utility bills, collection accounts, charge-off, repossession, eviction histories, outstanding debt, and other attributes that reflect on your qualifications to meet the terms of your lease.

The rental scoring system used was created for the purpose of treating all applicants consistently and impartially, without regard to subjective criteria.

Rental Score Recommendations

Approve – This is the most desirable recommendation and has the lowest security deposit level.

Approved with Conditions – Although the application will be accepted on this recommendation, this score presents a higher risk and may require the highest security deposit.

Decline – This community may not proceed with the application.

Income

All households must have a verifiable income of at least 2 times the monthly rent amount. Income must be legal and verifiable. Written verification and proof of all income includes, but is not limited to, current and consecutive pay stubs, social security or other retirement income, verification of welfare, disability, or SSI, income tax returns, unemployment benefits, worker’s compensation payments, bank statements, and trust accounts. Applicants who do not meet the income-to-rent ratio may be required to pay an increase to the security deposit.

Rental Paying Habits & Responsible Tenancy History

Each applicant must have a recent, consecutive, and a minimum of 24 months, verifiable third-party or mortgage payment history. Note: Applicants living with family members will not be considered as having a third-party rental history.

Applicants who do not have a verifiable third-party rental or mortgage history may be required to pay an increased security deposit.

Applicants may be denied for the following reasons:

1. An outstanding debt to previous landlord
2. A public record of an unlawful detainer action or an eviction
3. A breach of a prior lease including failure to pay rent timely and non-compliance with rules, laws and regulations.

Criminal History

A Criminal background check may be conducted for all persons eighteen (18) years of age or older. Applicants with prior convictions for manufacture or distribution of controlled substances will result in a denial of the application. In addition, applicants may be rejected for convictions related to offenses for drug use, fraud, property destruction, property theft, sex offenses, and violence.

Casa Familiar Property Management will conduct an individualized assessment to determine whether the applicant poses a direct threat to others or property prior to making a final decision on whether to accept or deny the application. The individual assessment will consider relevant mitigating information such as (1) the facts or circumstances surrounding the criminal conduct; (2) the age of the individual at the time the conduct occurred; (3) evidence that the individual has maintained a good tenant history before and after the conviction or conduct, and (4) evidence of rehabilitation efforts.

Photo Identification

All applicants will be required to show government-issued photo identification to confirm identity. If an applicant's identification cannot be verified, it is a ground of rejection.

Conduct

Applicants may be rejected for conduct displayed during the tour or application process that would constitute a violation of the lease policies. Applicants must display the ability to comply with lease policies.

Denied/approved of conditions

Denied or conditionally approved applicants will be notified in writing of the reasons for denial or conditional approval. Consideration may be given for extenuating circumstances where this would be required as reasonable accommodation for disability when determining the acceptability of tenancy.

Disclosures

It is the policy of Casa Familiar Property Management to comply with all applicable federal, state and local fair housing laws and not discriminate against any person based on race, color, religion, sex, family status, national origin, handicap/disability, or any other basis protected by state or local law.

It is the policy of Casa Familiar Property Management to consider all request for reasonable accommodations or modifications when they are necessary to provide a person with a disability an equal housing opportunity to use and enjoy their apartment home and/or the community common areas. If you have any questions on how to submit a reasonable accommodation or modification request, please contact the apartment community rental office and ask to speak with the community manager.

The acceptance and processing of rental application and its application fees do not constitute a guarantee of acceptance for housing. All applicants must meet the itemized criteria listed above to be considered for tenancy. All documentation requested during the application process must be submitted immediately. Failure to supply information or documentation within forty-eight (48) hours of the request may result in an application being rejected.