

SUMMIT MANAGEMENT STATEMENT OF RENTAL POLICY

- 1. We Are An Equal Opportunity Housing Provider.**
 - We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.

- 2. Dwellings Availability Policy.**
 - Dwellings become available when they are ready to rent. A vacant unit will not be deemed available until it has been cleaned, repainted and otherwise completely prepared for a new resident. A dwelling that was unavailable in the morning may become available later that same day.

- 3. Occupancy Guidelines.**
 - To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in a dwelling. In determining these restrictions, we adhere to all applicable fair housing laws. We allow two(2) persons per bedroom plus one(1) additional person per dwelling. For example, a one-bedroom apartment could house three(3) people and a two-bedroom apartment could house as many as five(5) people

- 4. Application Process.***
 - We evaluate applications in the following manner. You must submit an application for housing on our standard form. Although not applicable in our federally-subsidized housing, you must pay an application fee. The schedule of fees is attached. (This fee is fully refundable to you if, for any reason, you do not meet our rental criteria. This refund will be returned within thirty(30) days from the date of denial. However, if you meet our criteria and we offer you housing which you choose not to accept, we will keep that fee. Otherwise, the fee will be applied to your security deposit). We will determine whether, from your responses to application questions, you initially qualify for the unit you are applying for with us based on our rental criteria. If you do not, we will reject your application and notify you. If you do, we will send your information to a credit reporting agency. They will check your credit report, criminal history and employment history to confirm that you meet our rental criteria. If you meet our criteria, we will approve your application. If you do not, you will be advised in writing as to the reason you are not being approved. This process usually takes one or two business days. We will rent dwellings to applicants in the order that their applications are approved.

5. Rental Criteria.

- To qualify for housing with us you must meet the following criteria:
 - a) **Income.** Your monthly income must be at least three(3) times the monthly rent. You must be able to prove current employment at the time of your application. You must provide us with a current pay stub or a notice from your employer as to your earnings. If you are a full-time student, we will require you to have your lease guaranteed. If you are unemployed, disabled, self-employed or retired, you must provide proof of a source of income.
 - b) **Credit History.** Your credit record must currently be satisfactory. If your credit history shows a history or pattern of unpaid, delinquent debts, we will reject your application. If you have been evicted in the past and/or have outstanding legal judgements against you, we will reject your application.
 - c) **Rental History.** You must have satisfactory rental history from at least one prior landlord. If you have ever been evicted or sued for any lease violation, we will reject your application.
 - d) **Criminal History.** If you or adult household member(s) have been convicted or have been incarcerated within the past ten(10) years of any charge relating to act(s) of violence or crimes against others, including sex-related offenses, or have been convicted of, or incarcerated for drug-related offenses within the past ten(10) years, we will reject your application. If you or any adult household member are legally defined as a sexually oriented offender and/or have been convicted of any sexually oriented or sex-related crime anywhere, we will reject your application.
 - e) **Age.** You must be of legal age to execute and carry out the obligations of a rental contract in the state where you are making application for housing.
 - f) **Guarantors.** If you meet one or more of the above criteria you may be able to qualify for an apartment if you can get a third party to guarantee (co-sign) your lease. The guarantor must pass the same application and screening process that you must pass, except that we will deduct the guarantor's own housing costs before applying his or her income to our income standard.

* The application process will differ for families or persons applying for federally-assisted or subsidized housing. Families applying for subsidized housing will be provided with a copy of standards followed in these instances.

(SPECIAL NOTE - Falsification or omission of material fact on the application will result in application denial.)

(rev. 3-09)