

Ten Mina Enterprise Property Management



QUALIFYING CRITERIA

Equal and Fair Housing: We do not discriminate in housing based on race, color, religion, sex, disability, familial status or national origin.

Availability: Applicants for rentals will be accepted on a first come, first serve basis and are subject to availability.

Rental Applications: Each person 18 years or older residing in our homes must submit a Separate Rental Rental application with an Application Fee of \$79. An application must be completed by each applicant (defined as all residents to be identified in the lease over 18 years old or as the person or persons responsible for paying the rent). Original Government Issued photo identification is required for all occupants and a copy will be made at move-in and kept in the resident's file. For non-U.S. citizens, we accept the following INS forms: Form I-551 – Permanent Resident Card, Form I-688 – Temporary Resident Card or I-688A – Employment Authorization Card or any INS replacement of these three. It is also required that INS Form I-94 – Arrival/Departure Record be accompanied by a passport and visa from the applicant's home country. Any omissions or falsifications may result in rejection of an application or termination of a lease. All applicants must be a minimum age of eighteen (18) years of age.

In approving an applicant for residency, the following criteria must be met:

Rental History: Two (2) years of verifiable rental history on current and/or previous address with a Landlord that is Not a Relative. If it is a relative acting as landlord, then we must see a complete lease and all payments from the last 12 months equal to the lease rental rate deducted from the Applicant's checking account to be acceptable.

If a private owner and not a Property Management company, then Applicant must provide a lease and rental receipt if rental is or was from a private owner. An applicant may not have any unresolved debts to a current or previous landlord/mortgagor. The latter will result in automatic rejection. The following will be cause for rejection as a result of information gathered from prior landlords: repeated disturbance of neighbor's peace; reports of unsavory or illegal activity (drugs, gambling, etc.); damage beyond normal wear and tear; reports of violence or threats to neighbors or landlord; allowing persons not on lease to reside in apartment; failure to give proper notice before moving; failure to make timely and correct rental payments.

Employment: Each applicant must have verifiable current employment and one (2) years of continuous employment history or a verifiable source of income. Full-time students may require a guarantor, proof of enrollment or graduation. Self-employed individuals must provide a financial statement from your banking institution with your deposits that equal to the amount that the applicant has stated is their income.

Income: Gross income per individual or married couple must be three (2.5) times the amount of market rent. Roommates must qualify individually and are required to two (2) times the amount of market rent. If not verifiable by their employer, a copy of the previous year's tax return filed with the IRS or the past six (6) months of paycheck stubs or bank statements.

Roommates: Each roommate must qualify individually at a minimum of two (2) times the apartment or unit's market rent. Each roommate will be responsible for the entire rental payment and each must execute the lease agreement. No partial or split payments will be accepted.

Guarantor: A guarantor must complete an application and meet all leasing criteria and must make four (4) times the unit or apartment rental rate in monthly verifiable income.

Credit: Each applicant's credit report will be requested and processed during Phase 2. Accounts must be in good standing with creditors. If applicant is concerned about credit, then applicant should type a separate letter and email it to the Tenant Placement company explaining credit discrepancy. The Tenant placement company is not able to explain any credit issues on your behalf. Any written explanations must be in writing and emailed to: tenminaconsults@yahoo.com with 1) Your Full Name, 2) Property Address and 3) The words " Credit Explanation" and property address in which you're applying for in the subject line. In the course of bankruptcy, good credit must be established since the bankruptcy.

Criminal History: A criminal background check will be performed on all occupants age 18 and over. Applications will be rejected for any violent felony convictions. The following convictions reported on the criminal background checklist will also result in automatic denial of your application:

- Any Felony Convictions (time limit 100 years from the disposition date)
- Any Terrorism-related Convictions (no time limit)
- Any Prostitution-related Convictions (time limit 10 years from the disposition date)
- Any Sex-related Convictions including, but not limited to, rape and child molestation (no time limit)
- Any Misdemeanor Crimes against a person (time limit 0 years from the disposition date)

Additionally, the following will also result in automatic denial of your application:

- Any of the above-related charges resulting in "Adjudication Withheld" and/or "Deferred Adjudication": Felonies only.
- Active Status on probation or parole resulting from ANY of the above.
- Any of the above-related charges and/or warrants showing as pending and/or awaiting a disposition.

We make every reasonable effort to attempt to verify each applicant's criminal background history with information provided by applicant. We cannot guarantee all background checks will disclose all potential criminal history. Therefore, management may not be held liable for information not discovered during investigation.

Occupancy: No more than two occupants per bedroom in each floor plan will be allowed.

For instance, Example:

- One Bedroom: Two (2) Persons
- Two Bedrooms: Four (4) Persons
- Three Bedrooms: Six (6) Persons

Application Fee: A non-refundable application fee of \$79 will be submitted by each applicant(s), 18 years or older.

All Applicants: Must Have Renter's Insurance at time of move-in. A Copy of the Current policy must be submitted before move-in and kept updated throughout the rental term or it will be considered a violation of lease.