

Occupancy Criteria

The following items will be verified and are required from all applicants (business and corporate leases excluded) and will be referenced for completing the Qualifying Scoring Criteria.

- Copy of Driver's License or Government issued ID
- Completed Application for Residency of all occupants 18 years of age and over - signatures of all residents is required prior to any application being processed
 - Applicants must acknowledge the Fair Housing Notice
- Residency History - applicant must provide three years of verifiable prior residency history
- Employment/ Income Verification- Applicant will be required to provide:
 - Employer
 - Dates of Employment
 - Position
 - Salary and paystubs – consecutive and most recent for last 4 weeks showing minimum combined gross income of 3x monthly rental rate.
 - If applicant is self-employed or salary is commission based a statement from an accredited accountant or two years of Federal tax returns to document salary history must be provided
 - If an applicant's salary is from social security benefits, retirement accounts, inheritance, child support payments, alimony or any other source of income other than employment the applicant will be responsible for providing documentation of the above. If the monies are received by direct deposit the applicant will need to provide a letter from the bank or minimum of three months bank statements to document payment history.
- Credit Report- A credit report will be processed based on the application data
- Nationwide Eviction Search
- Criminal Background Screening- a criminal background check will be conducted based on the application data. Additionally, this will be conducted at any lease renewal.

Automatic Denial of Application:

The following circumstances will be cause for an Automatic Denial with no option for “**Alternate Consideration**”:

- Unlawful detainer(s) on applicant(s) record within the past 7 years
- Conviction of felony offense or felony incarceration within the past 7 years
- Currently listed on any Sexual Predatory Offender Database
- Intentionally falsifying information on application
- Negative previous rental/ housing reference
- Unverifiable information provided on application
- Any applicant who poses direct harm or a threat to themselves, others, or the property will be denied

Qualifying Scoring Criteria

The following criteria will be followed for all applicants:

- Application for Residency completed and all signatures in place
- Positive and verifiable rental (non-familial) or home ownership history for past three consecutive years *
- Verifiable steady employment and/or other verifiable consistent monthly income
- Rent to Income ratio at least 3x the monthly rental rate.

- FICO score >624 for each applicant
- No unsatisfied collection accounts, liens, or judgements - excluding student loans and medical accounts.
- Chapter 7 Bankruptcy must be Discharged. Chapter 13 Bankruptcy must have proof of accepted repayment plan.

* Verifiable Active Military Duty within the past three years shall qualify towards rental history.

* Verifiable extenuating medical circumstances may qualify towards rental history.

Financial Hardship:

In the event of a financial hardship, acceptable documentation of hardship will be required from applicant/s. Financial Hardship must be involuntary to qualify.

Alternate Consideration:

If applicant does not meet all qualifying scoring criteria, applicant may be approved using the following alternate consideration. In addition to the standard security deposit, applicant may provide:

FICO SCORE:

<551	3 mo additional security deposit	or co-signer
551 – 599	2 mo additional security deposit	or co-signer
600 – 624	1 mo additional security deposit	or co-signer

COLLECTIONS, LIENS & JUDGEMENTS

\$0 - \$1,000	Additional security deposit equal to amount owed	or co-signer
\$1,001-\$2,000	1 mo additional security deposit	or co-signer
\$2,001-\$10,000	2 mo additional security deposit + 3 mo pre-paid rent	or co-signer
\$10,001+	2 mo additional security deposit + 6 mo pre-paid rent	or co-signer

Should more than one circumstance apply, the greater additional deposit will be required. Applicant may pay off debt and provide proof of payment in lieu of additional deposit.

If low FICO score is exclusively due to applicant's short sale or foreclosure, additional consideration will be provided.

No Previous 3 Year Non-familial Rental History or Home Ownership

Co-signer is required.

Co-Signer Criteria

- Must have name on lease as a leaseholder and sign lease agreement prior to occupant move in.
- Meet own monthly financial obligations in addition to 2x rental rate of housing
- Minimum 18 years of age, meet all Qualifying Scoring Criteria
- FICO Score >699

- Must complete Application within 24 hours of tenant notification, else property becomes available to other applicants
- Alternate Consideration does not apply to a co-signer

Roommates:

- Any occupant over 18 years of age must complete an application, meet the Qualifying Scoring Criteria and sign the Lease Agreement.
- Income for all adult occupants shall be considered when meeting the 3x monthly market rental amount. Each roommate does not have to qualify on income alone; however, each adult occupant must meet all other criteria on an individual basis.

Any adult occupant cannot be named on lease agreement as "Occupant Only" if they fail to meet the Qualifying Scoring Criteria or Alternate Criteria.

Occupant Guidelines:

1 Bedroom = 2 Occupants

2 Bedroom = 4 Occupants

3 Bedroom = 6 Occupants

4 Bedroom = 8 Occupants

Acuity Group reserves the right to modify the maximum occupant criteria within reason and in accordance with all local and state guidelines.

Security Deposits

Security Deposit shall be paid within 1 Business Day of acceptance notification. Business day refers to M-F 8:30am – 4:00pm, excluding all weekends and nationally recognized holidays. Acuity Group will continue to market and seek renters for a property until the Security Deposit has been received. Security Deposit must be in a Cashier's Check and will be deposited immediately.

Once Security Deposit has been received, Applicant(s) may not cancel agreement without penalty. Security Deposit will be forfeited.