



OHIO MANAGEMENT LLC STATEMENT OF RENTAL POLICY

- EQUAL HOUSING:** Non-discrimination on basis of race, color, religion, sex, handicap status, family status or national origin is the comprehensive policy of this company.
- PROCESSING FEE:** Prior to processing an application, a "Processing Fee" in the amount of **\$40.00** is due for each lease holder. A Processing fee will be charged for each person submitting an application except: a) a minor, b) current occupant turning 18 years of age, c) an adult dependent, and d) a caregiver. A married couple may submit one application fee.
- APPLICATION:** To be completed by each applicant 18 years of age or older unless protected under familial status. All persons 18 years or older will be a leaseholder unless: a) they are an adult dependent, b) a caregiver. Spouses that do not work are still considered a leaseholder. Anyone residing in the apartment 18 years or older must submit a separate application and are subject to the background screening for credit, rental and criminal. The definition of an occupant is a minor under the age of 18, dependent adult, and a caregiver.
- CITIZENS** For citizen's a driver's license or government issued photo I.D. is required as proof of identity. A Social Security number is required.
- NON- CITIZENS:** Applicants who are citizens of another country must complete a Supplemental Rental Application for Non-US Citizens and provide 1) a passport, 2) the INS document that entitles the applicant to be in the United States and 3) proof of employment in this country or an I-20 verifying student status and proof of enrollment. Apartment Homes by Tonti may ask to make a photocopy of any of the Applicant's INS documents, passport and visa. In addition, for Applicants who do not have credit history in this country and /or a Guarantor, Apartment Homes by Tonti will accept in lieu of credit/guarantor requirements an additional deposit.
- QUALIFICATIONS:** Apartment Homes by Tonti uses a third-party applicant screening agency, which determines approval based on an empirical system that incorporates various credit factors along with other non-statistical factors to evaluate all applicants objectively. The primary criterion used to determine rental decisions is a statistically based score derived from income relationships, including rent-to-income and debt-to-income ratios based on calculations determined from the application and the credit record. In addition to the third- party screening score, other factors may impact the overall rental decision of an applicant including criminal background checks, rental and eviction histories and check writing histories. Your application will then be accepted, rejected or accepted with conditions. Verification of income, employment, rental history, criminal background check and complete credit check is required in order to process a lease holder application. An unsatisfactory credit finding may result in the requirement of an additional condition. The condition could be a Guarantor, and additional deposit or verified 2 years of good rental/employment. A prospective leaseholder with no established credit history may provide a Guarantor or pay an additional deposit. **A Guarantor will be held financially responsible for any and all damages to the apartment, uncollected rents, deposits or fees.**
- Total monthly gross combined income must meet or exceed **3(three)** times the monthly market rent. Any inconsistent income such as allowances, scholarships, alimony, commissions, tips, etc., will require verification and are sometimes not permitted. Verification of sufficient income is required. A copy of your last two (2) paychecks with year to date earnings will be accepted. If self-employed, W-2's, 1099's, tax returns or your three (3) most recent bank statements are required. Present and previous residency records must be verified. If renting from an individual owner, applicants must provide proof of payment for the last 6 months with cancelled checks or money order receipts. A prospective leaseholder with no rental history may provide a Guarantor or pay an additional deposit.
- CRIMINAL HISTORY:** A criminal history check will be completed on all Applicants over the age of 18. Any applicant/occupant failing Apartment Homes by Tonti's policies for criminal background will be denied occupancy at all Apartment Homes by Tonti communities. The mitigating circumstances, evidence of rehabilitation, and when the offense occurred will be reviewed on a case by case basis to determine if the application will be accepted or result in a denial. If any applicant should fail to disclose such fact during the application process, this failure shall constitute a breach of any lease agreement executed by applicant and shall allow Apartment Homes by Tonti to demand immediate possession of the leased premises.
- OCCUPANCY:** Only 2 persons allowed per bedroom. Persons under 2 years of age will not be considered in occupancy count.
- OTHER VEHICLES:** Boats, campers, trailers, oversized commercial vehicles, recreational vehicles, etc. are not allowed to be parked on the property.
- RENTAL PAYMENTS:** The monthly rent is due on the first of each month. There will be a late fee after the third as per the lease agreement. Should court filing become necessary, there will be additional charges.
- SECURITY DEPOSIT:** The Security Deposit must be paid at the time of application in addition to the Processing Fee. All payments must be paid in the form of a lease holder's check, money order or cashier's check.

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PET FEES: Pets are accepted at Lessor's discretion. There is a separate fee and additional monthly rent for pets. The pet fee is non-refundable and does not cover damages. Should a pet be acquired after move-in, all current pet provisions must be adhered to. Apartment Homes by Tonti allows no more than two pets per apartment, not to exceed 20 pounds (each) or 12 inches in height at full maturity.

VIEWING APT: An available ready apartment or model will be shown. Management has a standard criterion that must be met before an apartment can be considered ready to show. Any persons requesting to view a unit must show a government issued photo I.D. prior to tour as a safety precaution.

I have read and agree to the terms herein:

Lessee/Occupant Name & Signature

Lessee/Occupant Name & Signature

Lessee/Occupant Name & Signature

Date

Lessee/Occupant Name & Signature

Agent for Lessor

