

## STATEMENT OF RENTAL POLICY

We operate in accordance with the Federal Fair Housing Act, as well as all State and Local fair housing and civil rights laws. We do not discriminate against any person based on race, color, religion, gender, national origin, age, sex, familial status, handicap, disability, veteran status, or any other basis protected by applicable State or Local laws. The Rental Criteria below outlines some of the policies for our community regarding standards that may be required by each applicant to be approved for residency.

**Equal Housing:** We are an equal opportunity housing provider based on current State Law.

### Application Processing Fee

All applicants must be of legal age. All parties 18 years of age or older are required to complete an application and pay all applicable fees. Applications are to be completed in full; applications containing untrue, incorrect, or misleading information will be denied. The application fee is non-refundable.

A minimum of \$65.00 non-refundable application processing fee will be required per adult. Any prospective resident and any occupant over the age of 18 are required to apply. Lessor must be classified as an adult per State Law, unless Federal Law regarding familial status applies. Familial Status is defined by HUD as children under 18 years of age domiciled with parent(s) with legal custody, or children domiciled with designee of the parent(s) with custody (with written permission); and any person who is pregnant or in the process of attaining legal custody of a child under 18. Occupancy limits may be adjusted based on current State Law concerning infants.

### Maximum Occupancy

- 2 persons of familial status in a 1-bedroom apartment/ home.
- 4 persons of familial status in a 2-bedroom apartment/ home.
- 6 persons of familial status in a 3-bedroom apartment/ home.
- 8 persons of familial status in a 4-bedroom apartment/home.
- 10 persons of familial status in a 5-bedroom apartment/home.

## APPLICATIONS

All applications are submitted via Findigs, a third-party rental applicant screening company. Findigs Screening Specialists will take applications on a first-come first-served basis. Any negative, misleading, or unverifiable information may result in the denial of your application. In the event of a denial or other adverse action, you have the right to obtain a free copy of your rental report and dispute the accuracy of any information appearing in it. As part of your rental application process, Findigs will create a rental report that accesses and verifies the following information:

### 1. Identity Verification

ID Review Criteria:

- Applicants must provide a valid ID and must provide a selfie that matches the photo of their valid ID.
  1. Acceptable Proof of Identity Documents: Passport, Driver's License, ID Card, Asylum Approval Letter, Green Card, Visa, Passport Card, Work Permit, Military ID, and Tribal ID.
- The name from the ID must match the self-reported name and name from the Credit Report.
- The identity information provided must pass the Findigs Identity Verification Model.

If the ID review is disqualifying or the applicant fails to respond to a request for more documentation in 72 hours, the Screening Specialists will decline the application, send applicant communications, and provide adverse action notice as appropriate. If the ID review is not disqualifying, the Screening Specialists will update the status of the application and proceed to step 2.

## **2. Credit Score Verification**

Once the application proceeds to credit score review, the Screening Specialists will assess the TransUnion Resident Score, or simple average of scores in the case of a group application for meeting the threshold.

Credit Score Review Criteria:

Score Range	Decision	Security Deposit
350 - <u>500</u>	Decline	N/A
<u>500</u> - <u>520</u>	Prompt for Guarantor or Decline	2x
<u>520</u> - <u>540</u>	Conditional Approve	<u>2x</u>
<u>540</u> - <u>620</u>	Conditional Approve	<u>1.5x</u>
<u>620</u> - <u>850</u>	Approve	<u>1x</u>
No score	Conditional Approve	<u>2x</u>

If the credit score is disqualifying, the Screening Specialists will decline the application, send applicant communications, and provide adverse action notice as appropriate. If the credit score is not disqualifying, the Screening Specialists will update the status of the application and proceed to Step 3.

## **3. Collections and Bankruptcy Verification**

Once the application proceeds to collections and bankruptcy review, the Screening Specialists will assess the Credit Report and recommendations for disqualifying credit events.

- There must be no bankruptcies **\*\*open\*\*** reported in the last **\*\*5\*\*** years.
- Collections must be within the specified ranges.
- The sum of the open collections with high-risk types (Previous Landlord Debt) must be less than \$1.
- The sum of open collections with low-risk types (Utilities, Auto Loan, Phone and Internet Services, Child Support, Credit Card, Bank Debt) must be less than \$10,000.

If the bankruptcy and collections history is disqualifying, the Screening Specialists will decline the application, send applicant communications, and provide adverse action notice as appropriate. If the bankruptcy history is not disqualifying or there is no record, the Screening Specialists will update the application's status and proceed to Step 4.

## **4. Income Verification**

Once the application proceeds to the income review, the Screening Specialists will assess the applicants' income using either their linked payroll account, linked bank account, or uploaded documents.

First, the Findigs Screening Specialists will perform a calculation to determine income. Net income must meet a 2.5x rent-to-income ratio as determined by the screening criteria for the portfolio.

1. In the case of payroll linking, net income is directly provided by the vendor connecting to the payroll platform and is considered verified.

2. In the case of bank linking, Findigs will determine which transactions in the bank account history qualify as income and sum then divide over the time period to determine monthly income to determine verified income.
  - a. Prompt for proof of ownership of the business if the linked bank account is a business account. If ownership is partial, multiply verified net income by % of ownership.
3. In the case of a document upload, Findigs underwriters will follow the process for calculating income from the Proof of Income Documentation, with a hierarchy in order in the table below.

The Screening Specialists will determine if the provided proof of income documentation meets the recency requirement.

**Recency Threshold Criteria:**

1. The income transactions must cover at least a 2-month(s) history.
  - a. If bank or payroll is linked, but transaction history is less than 2 month(s), the applicant must provide one of the following:
    - i. Offer letter, with a start date within the last 45 days, in which case the amount on the offer letter will be utilized.
    - ii. A leave of absence document that shows an end date, in which case the income will be recalculated without the leave of absence period.
    - iii. Pay stubs or bank statements that cover a longer history from a different bank, in which case the combination of the two proofs of income will be used.
2. The latest income transaction must be within the last 31 days before pending review.
  - a. If bank or payroll is linked, but latest transaction is >31 days ago, the applicant must provide one of the following:
    - i. Updated paystub, as well as an explanation of why it does not appear in the bank or payroll linking.
    - ii. A leave of absence document that shows an end date, in which case the income will be recalculated without the leave of absence period.
    - iii. Pay stubs or bank statements that cover a longer history from a different bank, in which case the combination of the two proofs of income will be used.
3. The income documentation must cover a consecutive period.
  - a. In the case of bank statements, the monthly statements must be consecutive. If they are not, the Screening Specialists will prompt for the missing statement.
  - b. In the case of pay stubs, the paystubs must be consecutive. If they are not, the Screening Specialists will prompt for the missing paystubs.

Then the Findigs Screening Specialists will compare the amount of verified income to the income threshold and document criteria.

**Income Threshold Criteria:**

1. The name associated with the proof of income matches the self-reported name of the applicant.
2. The income is verified as legitimate as opposed to fraudulent.
3. In case of self-employed income, proof of ownership of the business account must be supplied.

4. The net income verified meets or exceeds the required threshold for the unit according to the following criteria:

Is Student	Income to Rent Ratio	Decision
TRUE	0 - <u>2x</u>	Prompt for Guarantor or Decline
FALSE	0 - <u>1.5x</u>	Decline
FALSE	<u>1.5x</u> - <u>2.0x</u>	Prompt for Guarantor or Decline
	<u>2.0x</u> +	Approve

**Acceptable Proof of Income Documents:**

- Paystubs
- Personal Bank Statements
- Joint Account Bank Statements
- Business Bank Statements
- Social Security Statements
- Offer Letters
- Alimony Statements
- Child Support Statements
- Leave and Earnings Statements
- Disability Benefit Letters
- 401K/Pension/Retirement Statements

**Guarantor Income Threshold Criteria:**

1. The name associated with the proof of income matches the self-reported name of the applicant.
2. The income verification is determined to be non-fraudulent.
3. The guarantor meets criminal and eviction requirements.
4. The net verified income meets or exceeds the required threshold for the unit, the guarantor has a minimum credit score according to the following criteria:
  - a. Credit Score of 650 or above.
  - b. Income of 5X the monthly rent.

If the income amount is disqualifying and a guarantor does not meet the requirements, the Screening Specialists will prompt the applicant to provide more income documentation or correct any omissions in income documentation. If the applicant can provide further income sources or more supporting documentation of income, the Screening Specialists will process the income step with the new information. If the applicant is not able to provide another income source or the applicant fails to respond to a request for more documentation in 72 hours, the Screening Specialists will decline the application, send applicant communications, and provide adverse action notice as appropriate. If the income amount is not disqualifying, the Specialists will update the status of the application and proceed to Step 5.

## **5. Criminal Verification**

Once the application proceeds to criminal review, the Screening Specialists will assess the Criminal Report for disqualifying criteria.

### **Criminal Review Criteria & Steps:**

**Criminal Background Check** We perform criminal background checks in accordance with applicable federal and state laws. Your signature authorizes us to check not only your credit history, but also your criminal history. You will be required to answer questions on the application stating whether you have been convicted or arrested of a crime; and, if so, what the crime was, when and where it occurred, and the disposition of that charge. Any unsatisfactory criminal background check revealing a serious charge including, but not limited to, conviction of a felony or deferred adjudication of a felony will result in denial for your application. However, not all crimes disqualify you from living at the community. Crimes that result in denial of residency are those which pose a serious threat to the health, safety, and welfare of persons living and working in our community. Your application for residency will be rejected if a criminal background check reveals serious charges, including but not limited to: a listing as a sexual predator or offender, any felony conviction, pending felony charges, guilty pleas of any felony, or any of the following misdemeanors: burglary, attempted burglary of a vehicle, attempted theft of a person, attempted theft, criminal mischief, unlawful carrying of a weapon, pornography, physical assault, sexual assault, enticing, injury to or obscenity with a child, drug related charges, cruelty to animals, forgery terror threat, obscenity, indecent exposure and/or sexual molestation, etc. Please note this is only a partial list. Our ability to verify criminal history is limited to the information made available to us by the third-party screener.

If the criminal history is disqualifying, the Screening Specialists will decline the application, send applicant communications, and provide adverse action notice as appropriate. If the criminal history is not disqualifying or there is no record, the Screening Specialists will update the status of the application and proceed to step 6.

## **6. Eviction Verification**

Once the application proceeds to an eviction history review, the Screening Specialists will assess the Eviction Report for disqualifying criteria. Bridge Tower will not accept applicants with eviction filings on their reports.

### **Eviction Review Criteria:**

1. If Eviction report is "Pending", the Screening Specialists will set the workflow status to Eviction Pending, and resume screening when the report returns.
2. If Eviction report is "Accept", the eviction review will be considered passed.
3. If Eviction report is "Decline", the eviction review will be considered disqualifying.
4. If Eviction report is "No Record", the eviction review will be considered passed.
5. If Eviction report is "Review" flag, the Screening Specialists will review the eviction record against provided eviction history criteria.

If the eviction history is disqualifying, the Screening Specialists will decline the application, send applicant communications, and provide adverse action notice as appropriate. If the eviction history is not disqualifying or there is no record, the Screening Specialists will update the status of the application and proceed to step 7.

## **7. Housing History Verification**

Once the application proceeds to the housing history review, the Screening Specialists will assess the Housing History questionnaire for any disqualifying criteria.

### **If the Housing History Survey is returned at the time step 7 is evaluated:**

- If there were 2 or fewer late payments with the applicant's most recent landlord, the application will be conditionally approved with 2x deposit.

- If there were more than 2 late payments with the applicant's most recent landlord, the application will be declined.
- If there was an open balance upon leaving for any applicant, the application will be declined.
- If no negative history is present the Screening Specialists will add the following note to the housing history step: "No negative flags found in housing history survey."

If the Housing History Verification is not disqualifying, the Screening Specialists will update the status of the application and proceed to step 8.

## **8. Pet Review**

Acceptable pets include domestic cats, dogs, fish (50-gallon tank size limited with Management's prior written approval), and birds only. Not Allowed: Rottweilers, Pit Bulls, Chows, Dobermans, Staffordshire Terriers, Bull Mastiffs, Cane Corso or Wolf Hybrids and/or any mixed aggressive breeds, snakes, ferrets, iguanas, potbelly pigs, and rabbits. Violation fees will be charged for any temporary and/or unauthorized pets as outlined in the lease. For authorized pets, a separate \$35 monthly pet rent per pet (up to 3 pets) is charged to the resident's ledger and due with rent each month. A one-time pet fee of \$400 per pet will also apply before moving in. Fees and pet deposits do not apply to service animals and emotional support animals.

Service animals and emotional support animals accommodations are adhered to under the guidelines of the Fair Housing Act and the HUD/DOJ Statement on Reasonable Accommodations. Requests, reliable documentation, and verification are required under the same guidelines.

## **9. Other Criteria Verification:**

Once the application proceeds to other criteria review, the Screening Specialists will make the following calculations and notes.

- **Approved Up to Amount:** The underwriting team will divide the final total group income by the net income to rent ratio to determine an Approved Up to Amount. Paste in the notes "(Conditional) Approved up to:" and the approved up to amount. This should be the top of the notes.
- If any of the criteria for making a terminal decision includes a conditional approval, the Notes section will include "Conditional Approval - ask for \_\_\_\_ x in security deposit." below the approved up to amount.

Throughout the application, the Findigs Screening Specialists will communicate with the applicant through the Chat feature of [app.findigs.com](http://app.findigs.com) when more information is needed to proceed with the application. Terminal decisions are communicated through email.

## **10. Other:**

- **Holding Deposit:** The minimum deposit is equal to one month's rent. Additional Deposits may be required if the applicant(s) do not meet credit, rental, or income requirements. The holding deposit made to secure the property is non-refundable in the event of a cancellation.
- **Lease Terms:** We do not offer short-term leases. Our lease terms vary from 12-24 months. Additional rent amounts may be required for leases longer than 12 months.
- **Rent:** Rent is due and payable on the 1st day of each month. All applicable fees outlined in the Lease Agreement will apply if not paid as agreed. Returned Checks: a service fee, initial late charge, and any daily charges may apply. Personal checks are not accepted for late rent or within the first 30 days of occupancy. Fee schedules are outlined in the Lease Agreement. Roommates: Each is fully responsible for the entire rental payment, and all must execute the lease.
- **Renter's Insurance:** Tenants must obtain and keep active renter's insurance at all times.