

RENTAL POLICIES & PROCEDURES FOR SABINO CANYON APT HOMES

1. THE CRITERIA BELOW IS USED IN APPROVING AN APPLICATION:

- a. Income to equal or exceed two and one-half (2 ½) times the rental amount must be verified either by pay stubs, supervisor or personnel department verification, bank statements, tax returns, or other comparable proof of income.
- b. Previous rental history must show payments were made on time, and that there were no notices of non-compliance, eviction notices or any tenancy complaints in the file. Proper notice must have been given and the premises was left with no outstanding balances.
- c. Although we do not discriminate on the basis of prior Bankruptcy, the applicant(s) must otherwise show good credit or clean credit history. A credit report will be pulled through a credit reporting agency.
- d. If the requirements for income are not met, but a cosigner is available who meets the above criteria, the cosigner must fill out an application, sign the cosigner agreement, and have it notarized, and sign the lease agreement. If a cosigner is married, each spouse must sign as a cosigner. This option may only be available during certain market conditions.
- e. Applicants who have been evicted within the last three years will be ineligible.
- f. Upon submittal of an application a photo copy of a government ID must be obtained for the file.
- g. No felonies, but may be reviewed on a case-by-case basis depending on circumstances.
- h. A social security number is required. We will permit an exception for someone who is otherwise qualified and who provides evidence of a student VISA or other VISA that does not require that the person apply for a social security number.

2. PET POLICY

- A. Only one pet, under 75 pounds at full growth, will be accepted (unless otherwise approved by management). Pets cannot be more than 25% or more of these breeds including Doberman Pinscher, Shepherds, Pit Bulls, Bull Terriers, Husky, Akita, Chow Chow and Rottweilers. Pets that meet the criteria are allowed in the apartment with a written pet agreement and a monthly pet fee. The total number of apartments with pets in any given time must not exceed 25% of the apartment community. Under certain market conditions, variations may occur. This policy does not apply to assistive animals.
- B. A photo of the residents pet is required to be on file prior to move in. Resident may bring in a current photo, or the office staff will take a photo for the file.
- C. Residents will be required to pay a refundable deposit of \$300 as well as a \$100 non-refundable preparation fee. These deposits are in addition to standard apartment deposits. This does not apply to assistive animals.

3. OCCUPANCY STANDARDS

- A. The number of allowable occupants in a one bedroom apartment is three (3).
- B. The number of allowable occupants in a two bedroom/two bedroom den is five (5)

(Rev. 6/08)