

# CROSSVIEW

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## PROPERTY MANAGEMENT

### Qualifying Criteria

Crossview Property Management complies with all federal, state and local regulations regarding Fair Housing for all applicants and residents.

#### **Occupancy Standard**

The number of occupants must be in compliance with Housing & Urban Development Standards in addition to any guidelines promulgated by the covenants and restrictions for the applicable residents. The standard provision reads two people per bedroom are permitted in a unit or home. (Exception: Child under 24 months of age, unless otherwise dictated by state or federal law)

#### **Age Requirements**

A **non-refundable application fee** of \$75 will be required for all lease holders at least 18 years of age. ***All persons age 18 years or older are required to submit an application for approval.***

#### **Identity Verification**

Applicant must provide a government issued photo identification.

#### **Non-US Citizens**

All Non-U.S. citizens must provide copies of current passports, visas, and any applicable immigration documentation including but not limited to the (I-94, TIN Number).

#### **Rental History Verification**

All applicants must have a positive rental/mortgage history within the past three years. No evictions within the past 5 years will be acceptable.

#### **Criminal**

Our investigation includes criminal background screening. It is possible your application may be denied due to criminal convictions.

## **Credit Criteria**

Our credit reporting agency evaluates credit and rental history against indicators of future rent payment performance. Credit history and/or Civil Court Records must not show late payments, judgments, eviction filings, collections, liens, or bankruptcy within the past five years.

## **Credit Reporting**

Our company policy gives us the right to report all non-compliances with the terms of your rental agreement or failure to pay rent as agreed, or any amounts owed, to any or all the various credit reporting agencies and/or a collection agency. Furthermore, we reserve the right to list your name as a tenant in default with all applicable local and national tenant databases and any other agencies where such information is used to rate and/or used to determine prospective tenant's ability to qualify.

## **Income**

The gross monthly income, on average, must equal **3x the monthly rental amount**. Court ordered support and other income sources require verification. Original paycheck stubs reflecting at least 60 days of employment, the previous year's income tax return or quarterly statement (if self-employed\*), and/or an offer letter of future employment, are acceptable verification of both income and employment. If paycheck stubs are submitted to us electronically, bank statements supporting the paycheck stubs must also be provided.

## **Employment**

Lease Holder(s) must present evidence of current employment. If not employed, evidence of regular income must be provided such as retirement, etc. If self-employed, an income tax return from the most recent year, or quarterly statement if self-employed for less than a year, and bank statements from the previous 60 days must be provided. Persons who hold commission-only or base plus commissions, tips and bonuses jobs are considered self-employed. A letter of intent to hire from the employer should be provided if employment has not yet begun. However, the applicant will not be able to move in until the start of employment date as provided on the letter. Required income documents will vary depending on employment status.

## **Roommate Authorization**

Subletting is strictly prohibited. All additional occupants must be screened prior to taking possession of the home. An additional roommate fee of \$300 will be charged for additional approved roommates.

## **Security Deposit and Fees**

Applicants will be required to pay a security deposit within twenty-four (24) hours of application approval equal to the amount of one month's rent (\$1,000 minimum). We reserve the right to require a higher security deposit. The security deposit will be required to hold a property off the market. In the event the applicant fails to sign the lease agreement within 24 hours, take possession of the property on lease start date, pay full first month's rent by lease start date, pay the lease prep fee (\$100 non-refundable), pay HOA new tenant fee (if applicable), and pet fee (if applicable) the applicant shall forfeit this deposit.

## **Renters Insurance**

Lease Holder(s) must present evidence of Liability Renter's Insurance including coverage for Personal Liability for \$100,000. The policy must include the specific address. The policy must remain in effect for the duration of residency.

## **Pets**

No pets (with the exception of medically necessary pets for the benefit of the occupant(s)) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit.

Restricted breeds are as follows:

<b>German Shepherd</b>	<b>Siberian Husky</b>	<b>American Bull Dog</b>	<b>Akita</b>
<b>Staffordshire Bull Terrier</b>	<b>Doberman</b>	<b>Chow Chow</b>	
<b>Alaskan Malamutes</b>	<b>American Pit Bull Terrier</b>	<b>Rottweiler</b>	
<b>Dalmatian</b>	<b>Presa Canarios</b>	<b>Great Dane</b>	