

# GREYSTAR

## Qualification Acknowledgement

In order to assist you with your decision on your new home, we are providing a list of guidelines used to qualify residents for tenancy in our communities. Please note that this is our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by Greystar that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided in our community prior to these requirements going into effect. Additionally, our ability to verify whether these requirements have been met is limited to the information we receive from various resident credit reporting services used.

Please review this information before filling out a Rental Application. Please note that if you apply to rent in our community, you will be expected to pay the following with your Rental Application:

- An Application Fee in the amount of \$\_\_\_\_\_ which is a non-refundable fee per person.
- An Administrative Fee in the amount of \$\_\_\_\_\_ which is non-refundable upon approval.
- An Application Deposit in the amount of \$\_\_\_\_\_ which is non-refundable upon approval.

**FAIR HOUSING STATEMENT:** Greystar and the owner are committed to compliance with all federal, state and local fair housing laws. It is our policy to comply with all laws prohibiting discrimination, including those that prohibit discrimination based on race, color, national origin, religion, sex, familial status, or handicap.

### INCOME/EMPLOYMENT

To qualify without a guarantor, all persons applying for an apartment must have a verifiable source of income in a collective gross amount no less than three (3) times the rental rate. The rental amount for this apartment is \$\_\_\_\_\_, therefore, your monthly income amount must be no less than \$\_\_\_\_\_ to qualify without a guarantor.

Acceptable evidence of income (provided for the most recent three (3) months includes, but is not limited to, current pay stubs or written verification from an employer of the applicant's gross monthly income, bank statements, financial statements, proof of child and/or spousal support payments, proof of social security income, disability or other government income, or proof of retirement or trust fund income. We may also accept the most recent year's tax returns. All paycheck stubs must show year to date earnings.

### RENTAL HISTORY

Six (6) months of past rental history must be satisfactory (i.e., rent paid on time, lease obligation fulfilled, residence left in satisfactory condition with no outstanding charges for damages). An eviction would constitute cause for denial. Less than six (6) months rental history may require an additional deposit or a guarantor.

### CREDIT

Established retail credit rating in "Good Standing" for the past 24 months. No unpaid bills, liens, bad debts, judgments or dismissed bankruptcies within the last two (2) years. Discharged bankruptcies, foreclosures, lack of established credit, or a negative credit rating of 50% or more will require an additional deposit or a guarantor. No debt to other rental communities is permitted at anytime.

### GUARANTOR

A guarantor will be accepted for lack of rental history, credit, or income. Guarantors will not be accepted as a substitute for negative rental or criminal history. Guarantors are required to have a verifiable source of income in a gross amount no less than four (4) times the market rental rate. The rental amount for this apartment is \$\_\_\_\_\_, therefore, the guarantor's monthly income amount must be no less than \$\_\_\_\_\_. Guarantors will be held fully responsible for the lease should the occupying resident default.

### OCCUPANCY

The maximum numbers of residents permitted to dwell in an apartment shall not exceed two (2) occupants per bedroom. The only exception to occupant limitations is anyone protected as familial status under Federal Fair Housing Guidelines. In this case, we will allow 2 persons per bedroom, plus one additional person in the apartment home, according to the size of the floor plan. For the purposes of this occupancy policy a "family" shall consist of the following persons: One or more individuals (who have not attained the age of 18 years) living with: (1) a parent or another person having legal custody of such individual or individuals; or (2) the designee of such parent or other person having such custody, with the written permission of such parent or other person. The term "family" shall also apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years.

If you are bringing a Rental Application to the office to be processed, bring your identification, ( current Driver License or State Photo ID card) for all persons age 18 years and older. If you have indicated on your Rental Application that you are a Non-U.S. Citizen, you will be requested to complete a Supplemental Rental Application for Non-U.S. Citizens.

### CRIMINAL HISTORY:

If any applicant or adult occupant has a conviction or has received deferred adjudication for any felony, the Rental Application will be denied. Additionally, if any applicant or adult occupant has a conviction or had received deferred adjudication for the following misdemeanor offenses, the Rental Application will be denied:

- (1) Offenses classified by the Texas Penal Code, as an offense against the person, an offense against the family, arson, property damage or destruction, robbery, burglary and criminal trespass, theft, or weapons.
- (2) Offenses identified in the Texas Controlled Substances Act as a class A misdemeanor.
- (3) Any other offenses involving any misdemeanor offense for which a person is required to register as a sex offender in the state of Texas; or
- (4) Any federal offenses or offenses in another jurisdiction classified in a category similar to those identified in this section.

By signing this Qualification Acknowledgement, you acknowledge that you have had the opportunity to review our rental selection criteria, which include reasons your application may be denied, such as criminal history, credit history, current income, and rental history. Failure to provide accurate or complete information on the application form, or any other lawful reason, may also be cause for denial.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agent or Owner

\_\_\_\_\_  
Date

Revised 12/20/2007





**Privacy Policy for Personal Information  
of Rental Applicants and Residents**

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

**How information is collected.** You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

**How and when information is used.** We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

**How the information is protected and who has access.** In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

**How the information is disposed of.** After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

**Locator services.** If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees—even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies, as well.

Management Representative:  
\_\_\_\_\_

Resident(s):  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_