

## Commitment to Fair Housing Compliance

It is **Peek Howe Real Estate, Inc.**'s foremost priority & commitment to maintain consistent compliance with all federal, state and local fair housing laws. We remain dedicated to offer to the general public, without regard to race, color, national origin, religion, sex, familial status, or handicap, the equal opportunity to lease Apartment Homes & enjoy the features and amenities offered within the Apartment Communities that we own & manage. All **Peek Howe Real Estate, Inc.** Team Associates are required operationally and have a legal obligation, without exception, to treat each and every individual in a consistent and equally fair manner. The approval of those individuals who elect to make application for residency within a Peek Howe Community will be based solely on the requirements set forth in our Firm's "Statement of Resident Criteria" with NO regard given whatsoever to race, color, national origin, religion, sex, familial status or handicap.

### Apartment Availability

All apartments are leased on a first come, first serve basis.

### Maximum Occupancy

# Apartment Bedrooms	Maximum # Occupants Standard Occupancy Policy: Two Persons (2) per Bedroom
One Bedroom	2* <small>*(See One Bedroom Unit Type Occupant Exception Rule Below)</small>
Two Bedrooms	4
Three Bedrooms	6
<small>*One Bedroom Unit Type Occupant Exception Rule to the Standard Occupancy Policy of 2 Persons per Bedroom applies to the automatic allowance for One (1) additional infant occupant under the age of 24 Months.</small>	

### Application

A rental application must be completed by each applicant and each occupant 18 years of age or older. Each applicant must have a valid state issued I.D. and a valid Social Security Number that will be verified at the time the application is submitted for approval.

### Criminal History

Felonies, Class A Misdemeanors, or similar pending charges automatically disqualifies an individual's application. The management does not lease to any known felons; however, we cannot represent or warrant that there are no felons residing on the property due to the limited accessibility of obtaining such information.

### Income/Financial History

1. Monthly income must exceed three (3) times the monthly rental rate of the unit desired. All residents' income, when taken together, must meet this requirement.
2. If income cannot be verified by an employer; applicant must provide additional sources of verifiable income that meets property requirements (i.e. retirement, social security, etc.).
3. Bank statements are acceptable if the monthly average balance of the last six months equals the sum of rent due for the first six months of the leased unit. For example, if you have applied to lease an apartment renting for \$500.00 per month, the average balance in your bank account for each of the last six months must be at least \$3000.00 (\$500.00 x 6).

**Credit**

The results of the credit report must be favorable, considering all other criteria. An outstanding balance owed to another apartment community or Management Company will automatically disqualify an individual's application.

**Employment History**

Applicant must have no less than two (2) year's verifiable employment history.

**Rental History**

Applicant must have no less than two (2) years verifiable rental history. If there is no rental history and applicant cannot have a cosigner, applicant may qualify with an increased deposit equal to one month's rent. If rental history is unfavorable, the application will be disqualified.

If check writing history is unfavorable, but rental history is favorable, the application may be accepted if applicant agrees to make all payments in certified funds.

**Co-signers**

Persons who meet all other lease application criteria, but do not have rental history may otherwise qualify if they have a qualified co-signer. The co-signer must meet all lease application criteria and provide proof of income six (6) times the amount of the rental rate of the desired apartment. If applicant provides more than one co-signer, all co-signers must meet these criteria.

**All applicants**

must be at least eighteen (18) years of age. Each applicant 18 years of age or older will be required to submit individual rental applications. Each application will require a \$45.00 application fee. Married persons can submit a joint application. Each joint application will require a \$50.00 application fee.

**Other**

In order to hold an apartment pending application approval, an application deposit must be submitted at the time the application is submitted. The application fee and application deposit must be submitted in separate money orders or other certified funds.