

## Residency Standards

### Capitol 650 Apartment Homes

Thank you for your application! To assist you with your decision on your new home, we are providing a list of guidelines used to qualify applicants for residency in our communities. Nothing contained in these requirements shall constitute representation by Quarterra that all residents and occupants currently residing in our community have met or currently meet these guidelines.

Prior to continued screening involving a Criminal Background Search, applicants must satisfy all non-criminal criteria to include, but not limited to credit, debt-to-income, rent-to-income, eviction, and rental history. Once conducted and satisfied, the second portion which includes criminal background review will be performed.

LMC utilizes a 3rd party vendor, VERO, to verify certain proof of income documents. If applicable, please allow 1-2 business days for their review to be finalized. Qualification standards include but are not limited to the following criteria.

**IDENTIFICATION.** Each applicant who is 18 years of age or older, or an emancipated minor with written proof of legal emancipation, must complete an application and be qualified in accordance with these residency standards.

All applicants are required to provide a valid government-issued photo ID at the time the application is submitted to our screening partner, VERO. As part of our screening process, we verify and validate applicant identities. We attempt to complete this process electronically based on the name, address, date of birth and other identifying biometric information.

**INCOME. Prior to final approval, all income must be verified.** The gross monthly income of all Leaseholders will be considered jointly (combined) and must equal no less than 2.5 times the monthly rental rate of the apartment. Applicants with Section 8 or VASH vouchers or other federal, state, or local public assistance or rental subsidies will be income evaluated based only on the applicant's share of the stated monthly rent, rather than the entire rental amount. We will accept all lawful, verifiable income paid directly to a resident or to a representative of a resident or paid to a housing owner or landlord on behalf of a resident, including federal, state, or local public or rental assistance, and federal, state, or local housing subsidies.

There are three (3) ways to verify income with VERO.

1. By connecting to an employer or payroll provider; or
2. By connecting to a bank account; or
3. By uploading a W2/1099 and the last 3 paystubs

Additional lawful, verifiable income documents may be accepted as proof of income. Please see your Leasing Professional for a comprehensive list.

**GUARANTORS.** If an applicant does not meet the income requirements, a qualified guarantor must be obtained, or the applicant may be denied. The guarantor must pay an application processing fee and sign a Guarantor Addendum. The gross monthly income of a Guarantor must be equal to or more than four (4) times the monthly market rental rate of the apartment. The above-mentioned income verification will also apply to guarantors.

**CREDIT HISTORY.** Our credit reporting agency evaluates credit and rental history against indicators of future rent payment performance. An unsatisfactory finding may result in the requirement of an additional deposit, guarantor, or denial. Your application will be denied for the following credit-related items, to include but not limited to:

- You have an outstanding balance owed to another apartment community, however, COVID-19 rental debt (as defined by California law) will not be a factor in determining your approval status at our community.
- Fico score under 555
- Utility debt or balance over \$250

- Open Bankruptcy/Dismissed Bankruptcy within the last 12 months
- Open Tax Lien
- Unpaid rental debt over \$100
- Rental Collection over \$3000
- Open Repossession

Our credit ranges for approval consideration are as follows:

650 and above- Approved credit score

556-649- Neutral credit score

555 and under- Declined credit score

A neutral credit score may result in the requirement of an additional deposit or fee, or a guarantor.

Applicants with no credit may apply with a qualified guarantor.

**RENTAL HISTORY.** Our screening company will review your rental history. Denials will result for the following (but may not be limited to):

- Unpaid rental balance over \$100
- Adjudicated eviction within 3 years
- Two (2) dismissed evictions within 3 years
- Under current eviction

**CRIMINAL HISTORY.** We conduct comprehensive background checks that include criminal history searches for the preceding (7) years. Applicants with a felony conviction against person or property, or any applicant with a felony conviction for the sale or manufacture of a controlled substance, may be denied. Prior to denial of any applicant based on criminal background, we will conduct an individualized assessment of each applicant to determine whether the applicant poses a current direct threat to resident safety or property. In accordance with the 2016 HUD Guidance and the California Fair Housing Regulations, the individualized assessment will consider relevant mitigating information such as: (1) the facts or circumstances surrounding the criminal conduct; (2) the age of the individual at the time the conduct occurred; (3) evidence that the individual has maintained a good tenant history before and after the conviction or conduct; and (4) evidence of rehabilitation efforts including satisfactory compliance with all terms and conditions or parole and/or probation; successful completion of parole, probation, mandatory supervision, or Post Release Community Supervision; a Certificate of Rehabilitation under Penal Code Section 4852.01; or other conduct demonstrating rehabilitation, such as maintenance of steady employment; (5) other relevant facts or circumstances surrounding the criminal conduct and/or conduct after the conviction or (6) any other mitigating factors that the applicant wants considered. Applicants who are denied may dispute the decision within fourteen days of the denial and details for disputing will be provided in an Adverse Action letter.

**OCCUPANCY GUIDELINES.** We follow the California Department Fair Employment & Housing Guideline, maximum of 2 persons per bedroom, plus one additional person for the unit, unless otherwise affected by federal, state, or local law.

**FAIR HOUSING STATEMENT.** Quarterra 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, religion, national origin, sex, familial status, handicap, disability, marital status, age, ancestry, source of income, sexual orientation, gender, gender identity, gender expression, medical condition, genetic information, citizenship, immigration status, primary language spoken, veteran and/or military status, any arbitrary basis, or any other basis protected by applicable federal, state, or local laws.

**ADA STATEMENT.** Quarterra and the Owner are committed to compliance with the fair housing laws regarding modifications and accommodations for persons with disabilities. We will handle any requests for modifications and/or accommodations in accordance

with relevant fair housing laws.

**PETS and ANIMALS.** We love pets and animals and want them to be happy in their new home. We do have some breed restrictions for pets which include full and mixed canines of the following breeds: Pit-Bull Terrier, Pit-Bull mix, Rottweiler, Rottweiler mix, Doberman, Doberman mix, German Shepherd, Presa Canario, Wolf-Hybrid, Mastiff, Cane Corso, Great Dane, Alaskan Malamute and Staffordshire Terrier. Exotic pets are not permitted, and illegal pets are not allowed. Assistance animals for persons with disabilities and emotional support animals are not considered to be pets but do require advance written approval. We will handle all requests for accommodation, including requests for assistance and ESA, in accordance with fair housing laws.

**FRAUD ALERT.** In the event there is a Social Security Number warning or alert of any kind as a result of the background screening, we will require proof of a Social Security number, plus one other valid government- issued Identification card. **If we discover evidence of suspected fraud (such as identity theft) in the application process, we will report the suspected fraud to local police and will fully cooperate with any subsequent investigation and/or prosecution.**

**DENIAL OF APPLICATION.** You understand that if you do not meet our rental selection criteria, or if you fail to answer any question or give false information, we may reject your application, retain application fees, and possibly all or a portion of the application deposit as liquidated damages for our time and expense. In the event your application fee, deposit, or any other upfront fee is returned as an "NSF", your application and residency will be denied, and the balance will be reported to the credit agency. Providing falsified or fraudulent information, and if your upfront fees/deposits were returned as an NSF, you will be disqualified from reapplying at an Quarterra community for a minimum of one year following the denied application.

**REFUND OF DEPOSIT.** Applicant(s) have 24 hours from the date of the reservation to cancel and receive a full refund of the paid deposit. After 24 hours, you will be charged the daily rental value from the deposit for the number of days that they unit was kept off the market. Deposits will be refunded if the application is declined. Application fees are non-refundable.

Signature of Applicant:	Date
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Quarterra Representative/Agent for Owner:	Date