

**Dunwoody Gables**  
**STATEMENT OF RENTAL POLICY- GA**  
**May 16<sup>th</sup>, 2025**

Welcome to our community. Before applying to rent an apartment, please take the time to review this Statement of Rental Policy. For the purpose of this document, the term "applicant" is defined as the person or persons who will be signing the Lease as the "Resident". An applicant must be 18 years of age or older to qualify as a resident. All individuals 18 years of age or older must complete an application and be listed as a "Resident" on the Lease Agreement. The term "occupant" is defined as the person or persons who will be listed on the lease agreement who is under the age of 18, and who is residing at this community. Some criteria apply to the applicants only; other criteria apply to all occupants. Please note that this is the current rental criteria for this community; nothing contained herein constitutes a guarantee or representation that all residents and occupants currently residing here have met these requirements. There may be individuals who began residing at this community prior to these particular criteria going into effect; additionally, the ability to verify whether these requirements have been met is limited to the reliability of information received from applicants and outside services used.

**EQUAL HOUSING:** **Dunwoody Gables** is an Equal Housing Opportunity Provider, doing business in accordance with the Federal Fair Housing Act and do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. Additionally, we provide housing in accordance with all other state or local laws if those laws provide greater protection than the Federal Fair Housing Act.

**APARTMENT AVAILABILITY:** Applications for apartment homes will be accepted on a first come – first serve basis and are subject to the availability of the particular apartment type requested. "Availability" does not necessarily mean that an apartment will definitely be available for occupancy by an applicant at the estimated date. "Available" apartments include those where a "Notice to Vacate" has been submitted by an existing resident indicating an intention to vacate on or about a certain date. Under certain circumstances, we will permit current residents who are not in default of their lease to withdraw or change their notice of moving. Other circumstances not necessarily under management's control may also delay the date of availability of an apartment. In addition, an apartment may not be considered available because it is about to be placed under contract as an application has been made and a deposit placed to hold the apartment. If the applicant's application is not approved or if the applicant fails to sign a Lease by the specified date, then the apartment would again become available. Whether a particular unit or type of apartment is available can vary significantly within several hours or days.

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**RENTAL CRITERIA:** All applicants and co-signers must agree to the following by executing this Statement of Rental Policy and a rental application form: Applicant(s) hereby consent to allow **Dunwoody Gables**, through its designated agent and its employees, to obtain and verify credit information, including a criminal background search for the purpose of determining whether or not the applicant is eligible to lease an apartment. Applicant understands that upon leasing an apartment, **Dunwoody Gables** and its agent shall have a continuing right to review credit information, rental application, criminal background, payment history and occupancy history. Faxed signatures are acceptable; however, original signatures must be obtained prior to move in.

**INCOME:** The combined income of the applicant(s) is required to meet **Dunwoody Gables**'s minimum income criteria. The three types of income used to establish the income to rent ratio eligibility are employment income, other income, and personal assets. Please consult a leasing associate for the specific income to rent ratio designated for **Dunwoody Gables**. Income may be verified. (Verification can include paycheck stubs, written verification from income source, phone verification by an employer, bank statement, statements for accounts, tax returns, etc.) Allowances from other sources of income such as alimony, child support, retirement income, commissions or tips may require written verification.

**CONSUMER CREDIT/EVICTION ANALYSIS:** If all applicants' combined income meets this community's income requirements for the apartment which was applied for, **Dunwoody Gables** will proceed in running a thorough credit check on all applicants age 18 and older that apply for residency. **Dunwoody Gables** uses an expert statistical credit scoring system to evaluate consumer creditworthiness. Based upon the applicants' credit score, the application will be accepted, rejected, or accepted on the condition that an additional security deposit is paid. If the application is rejected or accepted with conditions, the name, address, and telephone number of the consumer reporting agencies which provided the consumer information will be provided. Additionally, the applicant will be screened for rental history that may include a combination of monetary and non-monetary judgments, filings, outstanding debts to prior landlords, forcible entry detainers along with timeframes of these records, which can result in a rejection. An applicant rejected for unsatisfactory credit, rental, or criminal history (see below) is encouraged to obtain a copy of the consumer report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

**CRIMINAL BACKGROUND CHECKS:** If the application is accepted or accepted with conditions, a criminal background search will be conducted. **Dunwoody Gables** performs criminal background checks in accordance with applicable federal and state laws. Applicants will be required to answer questions on the application regarding their criminal history. An unsatisfactory criminal background check will result in denial of the application. The application may be denied for any of the following:

- Conviction of sex-related conduct or an offense for which an offender is required to register on any applicable sex offender registry.
- Felony convictions that have occurred within 30 years prior to the application date for offenses of assault/battery, kidnapping and homicide.
- Felony convictions that have occurred within 10 years prior to the application date for the offenses of crimes against a person or property, terroristic-related conduct, prostitution, cruelty to animals, crimes against children or the sale, manufacture, or distribution of illegal drugs.
- Any other felony convictions (for offenses not identified above) that have occurred within 5 years prior to the application date.
- Any misdemeanor convictions for the offenses of prostitution, cruelty to animals, and crimes against children that have occurred within 10 years prior to the application date or any misdemeanor convictions for the other offenses cited above that have occurred within 3 years prior to the application date.

Please be advised that this requirement does not constitute a guarantee or representation that residents or occupants currently residing in our community have not been convicted of or subject to deferred adjudication for a felony, certain misdemeanors or sex offenses requiring registration under applicable law. There may be residents or occupants that have resided in the community prior to this requirement going into effect. Additionally, our ability to verify this information is limited to the information made available to us by the resident credit reporting services used.

**FEES/DEPOSITS:** In order to reserve an apartment home, applicant(s) must submit an executed application along with the following fees and deposits:

1.) **A non-refundable application fee \$125** for each applicant 18 years of age and older for verification of information and credit approval. 2.) **A non-refundable administrative fee \$200:** Lease renewals will require a **non-refundable processing fee \$60.**

3.) **An application deposit (may or may not be refundable) \$0.** In addition to any application or administrative fees, you agree to pay us an application deposit. The application deposit is not a security deposit and will be credited toward the required security deposit when the lease has been signed by all parties. Applicant understands that an additional deposit may be required based on credit scoring requirements. If for any reason management decides to decline the application, management will refund the administrative fee and the application deposit in full. If an applicant is conditionally approved, but chooses not to pay the additional deposit, then his/her application will be considered declined. If the application is approved and the applicant fails to cancel the application within 72 hours, management will retain the administrative fee as liquidated damages for any expenses incurred due to the cancellation. All applicants must sign the lease contract within 72 hours of being provided for execution; otherwise, the application will be considered canceled and the premises subject to the application shall be placed back on the market for leasing to the general public. If the applicant executes a lease and cancels prior to taking occupancy, management may retain termination costs from the deposit for the amount of rent lost due to the cancellation. If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from an applicant to us is

