

# Sienna Apartment Homes

## Resident Selection Criteria and Privacy Policy

Welcome to our community! Before you apply to lease an apartment in our community, please take the time to review our resident selection criteria. The term "applicant(s)" under our criteria means the person or persons that are approved to occupy the apartment under the lease. All persons over the age of 18 will be required to complete an application and pay an application fee. Husband and wife may submit a joint application; however a joint application fee will apply. All persons over the age of 18 will be considered as a leaseholder under the lease unless they are a dependent of the lease-holder.

### Resident Selection Criteria

- **Fair Housing** It is our expressed policy not to discriminate against persons based on race color religion, sex, national origin, familial status, or handicap.
- **Income** You must provide income history of no less than six (6) months and current income verification equal to three (3) times the amount of the monthly rental rate of the selected apartment. Income verification must include one of the following: verification from employer(s) that includes rate of pay or salary, financial statement certified by financial institution or an account, etc. If current employer will not provide rate of pay or salary, you will be required to provide a copy of your most recent payroll check stub. Alimony, child support, student allowances from parents, scholarships, study subsidies, and inconsistent wage (tips, commissions, etc.) will require notarized verification.
- **Credit** Complete check of credit will be made. Your application will be received by a third party application processing company who evaluates credit history information with a scoring method weighing indicators of future payment performance. An unsatisfactory report (including one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments, or bankruptcies) can disqualify an applicant. If an applicant is rejected for poor credit history, the applicant will be given the name, address and telephone number of the credit reporting agency which provided the report. The information will be forwarded by mail in the form of an Adverse Action Letter addressed to the last known address provided. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency, correct any erroneous information on the report, and re-submit an application for residency at the community.
- **Rental** Good current and/or previous rental history and/or proof of home ownership of at least six (6) months are required. Negative rental history, which reflects habitual late payments, evictions, community disturbances, damages or outstanding obligations to the landlord will not be allowed. No current rental history or proof of home ownership will require an additional deposit or (if applicable).
- **Liability Insurance** You must provide proof of renters' liability coverage in the amount of \$100,000 with an effective date prior to obtaining possession of leased unit. The owner shall be named as additional insured. We recommend personal property insurance to protect personal belongings.
- **Pet & Animal Policy** only dogs, cats, fish and birds are allowed. No more than 2 pets of any kind are permitted per apartment. Dogs and cats will require an additional pet deposit and fee per animal. An Animal Addendum must be executed. Dogs whose weight or dominant breed weight exceeds ninety-nine pounds are not accepted. The following breeds (or partial breeds) are not accepted: Rottweilers, Pit Bulls, Akitas, Dobermans, Chows, German Shepherds and wolf-type breed, or any other breed known to have violent or vicious tendencies. Animals must be restrained at all times in common areas. Owners are required to walk animals in designated animal areas and are responsible for cleaning and disposing of waste from these areas. Animals may not be tethered outside the interior of the leased unit. Support and/or service animals are accepted without a deposit or pet fee. Sienna Apartment Homes will require verification that the animal is a service or support animal from a licensed physician. Management reserves the right to request documentation from a licensed veterinarian that questionable animals are not anticipated to have violent or vicious tendencies.
- **Criminal** A criminal background search will be conducted for each applicant and occupant over the age of 18. It is our policy not to lease to applicants with felony convictions, felony deferred adjudication and certain misdemeanors concerning violence or drugs. If the criminal background search and/or information provided by you reveals past criminal convictions which violates our policy, your application may be denied. Certain approvals may be allowed according to the property look-back policy. You may request a copy of this policy.

This requirement is not a guarantee or representation that residents or occupants currently residing in our community have not been convicted of a felony or subject to deferred adjudication for a felony, certain misdemeanor or sex offenses requiring registration under applicable law. Our ability to verify this information is limited to information made available to us by the resident credit-reporting services used.

- **Foreign Nationals** Foreign nationals living or working in the United States must provide a current passport or identification as required per the lease. If a negative credit or rental history is reported, the above criteria will apply. Foreign national applicants must also complete a TAA lease addendum of non-US citizens.
- **Occupants** Only persons under age 18 will be considered occupants, with the exception of those living with legal guardian claimed as a dependant.
- **Age** Must be 18 years of age or have otherwise reached the age of majority under applicable law to contract.
- **Security Policies** We are concerned about your safety, but we cannot provide for or guarantee your safety. As you can appreciate, no one can totally ensure your safety. No matter what measure the owner takes, no security system, patrol, or electronic security device can prevent crime.

**Additional Information:**

1. Management reserves the right to request an additional deposit if applicant fails to meet all selection criteria.
2. Roommate or co-applicants; each resident who signs the Lease Contract is fully, jointly, and severally responsible for the rental payment and each applicant must complete an application, pay an application, and execute the lease contract.
3. Upon move in, an Administrative Fee of \$50.00 will be required. This amount is non-refundable and may be deducted from the application deposit paid at time of application.
4. You must provide proof from a residential utility provider that you have applied and been approved for service in your name on or before your move-in date. Should you fail to have service in your name prior to move in, you may be denied move in on the requested move in date. Each applicant who fails to provide utility service in your name proof to move in will be charged a \$50.00 fine and be required to reimburse the property for any utility service used while the property is your possession.
5. A driver's license or stat issued photo identification will be required at the time of move in for identification purposes only.
6. All person's wishing to tour our property are required to present a valid, state issued photo identification prior to leaving the leasing center with our staff.

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

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

**How is your information collected?**

You will be furnishing some of you personal information such as your Social Security or other governmental identification numbers at the time of application. This information will be on the rental application forms or other documents you provide to us, either electronically or in writing.

**How and when is your information used?**

We may use this information in the process of verifying statements made by you 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 now or in the future.

**How is your information disposed of?**

After we no longer need your Social Security or other governmental identification number, we will store or destroy the information in a manner that ensures no unauthorized persons will have assessed to it. Disposal may include physical destruction of documents or electronic files contain such information.

**How is information shared with a locator service?**

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

**Signature(s)**

Signing this acknowledgment indicates that you have had the opportunity to review our **Resident Selection Criteria and Privacy policy for personal Information**. The resident selection criteria may include factors such as criminal history, credit history, current income, and rental history. If you do not meet the selection criteria or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded. In the event false information is provided, management will not be required to refund the application deposit. **These are out rental criteria;** nothing in these requirements shall constitute a guarantee or representation by us that all residents and occupants have met these requirements. Management's ability to verify this information is limited to the information made available to us by the agencies and services used. It does not ensure that all individuals residing in or visiting the community conforms to these guidelines. Your signature below indicates you have had the opportunity to read this document and ask questions necessary to facilitate a complete understanding.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_