

Lombardo Property Management

Resident Selection Criteria

Overall Standards

***Equal Housing for All:** This community does not discriminate on the perceived basis of race, color, sex, religion, handicap, familial status, sexual orientation, national origin, LGBT, or any other class protected by applicable law.*

1. **Consent to Verify Application.** All applicants, guarantors, or occupants 18 years of age or older must agree to the following by executing a rental application form:

I consent to allow Lombardo Property Management (LPM), through its agent and employees, to obtain and verify my credit information, criminal history, consumer report, employment, income, and landlord references, for any purpose, including determining whether or not to lease me an apartment. I understand that should I lease an apartment, (LPM), shall have a continuing right to review these items annually,

2. **Landlord Verification.** LPM will verify all previous landlord references by both written and verbal notification. LPM also maintains a list of former residents who are excluded from renting at any property managed by us, because of a negative previous occupancy history at one of our communities. If your application is rejected because of negative occupancy verification, you will be given the name, address and telephone number of the consumer reporting agency where you can get a copy of this information. An applicant rejected for a negative previous occupancy history is encouraged to obtain a copy of the occupancy report from our third party applicant screening service, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.
3. **Rating of your Consumer Credit Report.** LPM uses a third-party applicant screening service to evaluate your consumer credit report. Credit scoring is based on real data, so it treats all applicants objectively. Your consumer credit report contains information about you and your credit experiences, such as your bill-payment history, the number and type of accounts that have late payments, collection actions, outstanding debt, the age of your accounts, etc.

Based upon the pre-set criteria provided by LPM and given to our third-party applicant screening service, your application will be Approved, Denied, or Approved with conditions. These conditions could be, but are not limited to, an additional security deposit be paid up to 1 and ½ months rent, or outstanding debt be paid off with proof of payment, or payment in certified funds, or all utility debt paid off with proof of payment, or by paying monthly rent in money order or certified funds, or by providing an approved guarantor, and/or other conditions not listed above, or a combination of 2 or more of these conditions described herein. **If you have an open Bankruptcy on your credit report, it must be discharged prior to approval of your application.**



Resident Selection Criteria -- continued

If your application is rejected, you will be given the name, address and telephone number of our third-party applicant screening service to contact the consumer reporting agencies which provided your consumer information. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

4. **Employment/Income Verification.** We require verification of employment/income by having our employment/income verification form filled out and signed by the applicant's employer, which will be verbally verified by our staff, or by two of the most recent pay check stubs, or other acceptable proof of employment/income including a copy of prior year's tax forms. If we are unable to verify your employment/income or your income is contrary to your lease application, our acceptance of your lease application will be withdrawn.
5. **Sex Offender Database Search.** If your application is Approved or Approved with Conditions, we will conduct a multi-state sex offender database search. It is our policy not to lease to applicants who have been registered as a sex offender. Prior to final approval of any applicant, our Sex Offender Database vendor will search for sex offender information on each applicant/occupant 18 years or older. If a report is found, your application will be rejected and you will be given the name, address and telephone number of the consumer reporting agencies which provided the sex-offender information to us. An applicant rejected for sex offender background is encouraged to obtain a copy of the sex-offender report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.
6. **Criminal Background Search.** If your application is Approved or Approved with Conditions, we will conduct a criminal background search. It is our policy not to lease to applicants, guarantors, or occupants, 18 years of age or older who have been convicted of felonies or certain misdemeanors involving a violent crime against persons, sexual misconduct, drugs, weapons, theft, and/or property damage. We have a pre-defined selection configuration which has been provided to our Criminal Search vendor. Prior to final acceptance of any applicant, our Criminal Search vendor will search for criminal background information on each applicant, guarantor, along with all occupants 18 years of age or older. If a report is found, it will be compared to our pre-selected criteria and a determination regarding whether an applicant, guarantor, or occupant meets our criteria will be made.

If your application is rejected based upon our pre-selected criteria, you will be given the name, address and telephone number of the consumer reporting agencies which provided your criminal information to us. An applicant, guarantor, or occupant rejected for an unsatisfactory criminal background is encouraged to obtain a copy of the criminal report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration. LPM has a continuing right to review this search annually.



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Resident Selection Criteria -- continued

7. **Age Requirement.** Unless otherwise required by law, you must be at least 18 years of age to be the responsible party on a lease, or to be a guarantor.
8. **Occupancy limits.** There is a limit on the maximum number of persons allowed to live in your apartment, as follows (sites vary based on apartment square footage):
Unit type: Two Bedroom Number of Persons Allowed: Up to Seven Occupants
Unit type: Three Bedroom Number of Persons Allowed: Up to Nine Occupants
9. **Pets.** Except as required by law, restrictions or prohibitions on pets may apply. Please see the community's pet policies, pet rules and pet agreement.



12/26/2019

