PRIMESITES
REAL ESTATE MANAGEMENT

Leasing Requirements & Qualifications – Tax Credit

PrimeSites is committed to providing quality housing and excellent services to the resident(s) who reside in our communities. It is our policy to offer homes to the public without regard to Race, Religion, Color, National Origin, Sex, Disability, Familial Status, Age, Creed, Sexual Orientation, Gender Identity, or any other protected class under Federal, State, or Local Law.

To assist you with your decision on your new home, we are providing a list of guidelines used to qualify resident(s) for tenancy in our communities. Please note that this is our current leasing criteria. Nothing contained in these requirements shall constitute a guarantee or representation that all resident(s) and occupant(s) currently residing at the community have met these requirements. There may be resident(s) and occupant(s) that have resided in the community prior to these requirements going into effect. Additionally, our ability to verify whether these requirements have been met is limited to the information we receive from various credit and screening services used.

Identification:

All visitors wishing to view a home must present a valid photo ID. A valid form of identification includes:

- U.S. Driver's License
- U.S. State issued non driver's identity card
- U.S. Military ID
- Passport
- Visa, issued by US Immigration and Naturalization Services
- Or other U.S. Government issued photo identification

A copy of all applicant(s) photo ID's & Social Security Card's will be made and retained at the time an application is submitted or prior to move-in.

****A household composed of only full-time students must meet at least one exception in accordance with the rules & regs of Section 42.*

Applications:

Tax Credit/ Affordable Housing Communities utilize online applications and/or initial applications to pre-qualify applicants. After, applicants are required to complete additional paperwork and provide supporting documentation for Income & Asset Verification. Approval is only granted after the Income Certification is completed and audited by the Tax Credit Compliance Department.

If the Income Certification cannot be completed within fourteen (14) business days from the date of the application, the application may be denied. Tax Credit Program Compliance requires

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applicant(s) to provide all documents required to verify household composition, student status, income, and assets. Failure to assist in this process will result in denial.

A rental application must be completed, signed and dated by all household members 18 years of age or older. Any omissions, errors or falsifications may result in denial.

Applicants must provide documentation of income at the time of application including but not limited to; last 2 consecutive paycheck stubs, employment verification, financial aid letter, etc.

Fees:

A non-refundable application fee of $28.00 must be paid for each applicant 18 years of age or older. All application fees are required to be paid at the time the application is submitted.

Failure to remit the Security Deposit after approval prior to move-in will result in cancellation of the application.

Approval/Denial:

Notification may be in person, by mail, email, or telephone. You must not assume approval until you have received actual notice of approval.

Resident Screening:

PrimeSites utilizes AppFolio & TenantData, third party agencies, to determine rental eligibility in the first phase of the application process. Applicant information is entered into a screening criteria template and compared to each communities predetermined thresholds for income-to-rent ratio, credit score, bankruptcies, accounts in good standing, accounts in collections, criminal background, and landlord-tenant disputes to establish one of the following outcomes: approval, conditional approval or denial.

Applicants who receive a conditional approval screening score will be required to provide a co-signer (guarantor). Guarantors will be held financially responsible for the entire amount due under the lease should the occupying resident(s) default.

PrimeSites reserves the right to decline any applicant with a record of eviction, anyone who owes monies to another apartment community or management company or has negative residential history or negative residential history at another PrimeSites managed community.

Criminal Background Screening Policy:

In the second phase of the resident screening process, a multi-state criminal background check and sex offender search will be conducted on each applicant 18 years of age or older.

PrimeSites is committed to promoting the health, safety and welfare of its residents and employees and to protect the community from property damage and unfavorable public stigma. PrimeSites also strives to provide equal housing opportunities to all qualified applicants regardless of their race, color, religion, sex, sexual orientation or gender identity, familial status, national origin, or disability, or any other protected class. For those reasons, this criminal background screening policy is applicable to all applicants for residency at the community. The criminal background screening

criteria contained in this policy of the community while minimizing the impact on the protected status of applicants.

Disclosure and Verification:

All applicants for housing must complete a rental application and agree to all of the terms contained in that application including, but not limited to, inquiries regarding criminal history. All applicants must authorize the community and third-party verifiers to obtain information about them including, but not limited to, any court records and/or criminal history. If an applicant refuses to disclose whether he or she has been convicted of a crime and/or refuses to authorize the community and/or the third-party verifier to obtain such information, the applicant's rental application will be declined.

Screening Criteria:

- Record of arrest; the fact that an applicant has been arrested alone will not result in the automatic rejection or their rental application. If, however, an applicant has been arrested and charged with a crime that is related to a threat to the health, safety, or welfare of others and/or damage to property and the charges are still pending, the community will review the facts and circumstances surrounding the alleged conduct in evaluating whether the rental application will be rejected. Under those circumstances, the applicant will be given the opportunity to explain and provide information they believe mitigates the impact of the arrest.
- Automatic exclusion for record of conviction of certain crimes; an applicant who has been convicted of the illegal manufacture or distribution of a controlled substance or felony charge committed prior to the last 3 years will be subject to review by the Director of PrimeSites, additionally, a charge related to arson or felony charge within the last 3 years will be subject to denial. Additionally, any applicant who is subject to a lifetime registration under a state sex offender registration program or watchlist shall be excluded from housing regardless of when the conviction occurred.

Current Residents:

PrimeSites reserves the right to evaluate the circumstances surrounding an arrest of any resident that occurs while they are a current resident of the communities. The community shall terminate the lease of any current resident of the community who is involved in possession, manufacture, sale, or delivery of an illegal controlled substance, a felony assault of any nature, or who may be a direct threat to the health and safety of others or a threat to cause substantial property damages to the property of others. The community will terminate the lease of a resident who is arrested if the circumstances surrounding the arrest led to the conclusion that the resident's presence in the community adversely affects the health, safety or welfare of residents and/or employees of the community and adversely impacts the property or reputation thereof.